

subject using the spark warning or laser display.

- Officers are only authorized to carry the Taser while on duty or when working a division approved special duty assignment.

Operation

- Officers shall perform a spark test (5 seconds with the ARC switch) at the beginning of each shift to ensure the Taser will function properly.
- Officers will complete a five second spark test utilizing the trigger once per month.
- The officer should remove a Taser from service when the Taser fails to pass a spark test or the Taser displays a battery reading of one bar (20% or less). The Taser will be replaced by the on-duty shift supervisor or a CED instructor.
- Once the Taser is fired (probe deployment), it is recommended that officers let the Taser cycle for the full five seconds to maximize its effectiveness. During the Taser cycle, officers should give commands to the suspect and attempt to gain compliance.
- If a first probe deployment does not make contact or is ineffective at stopping the subject, the officer may attempt a second probe deployment or utilize the Taser in a drive stun mode.
- For maximum effect, officers should target center body mass when deploying the probes to the back of a subject and lower center mass when deploying the probes to the front of a subject. The officer should not target the head, neck, chest, or genitalia. When encountering subjects with heavy or loose fitting clothing, the officer should target the legs for maximum effect.
- The officer should continually monitor the subject for compliance and discontinue the use of the Taser when the active resistance or active aggression stops.
- Officers should never knowingly fire the Taser or conduct a “spark warning” near flammable materials (such as gasoline, kerosene, or in a natural gas environment). Officers will not normally use the Taser when the subject has been exposed to a chemical spray from another jurisdiction due to questions about the flammability.
- Officers will avoid extended uninterrupted discharges when using the Taser on a subject.
- When possible, officers should avoid extensive multiple discharges when using the Taser on a subject.
- Use of the Taser should be combined with physical restraint techniques to minimize the total duration of the struggle and Taser usage.
- Additional officers on the scene of a Taser deployment should attempt to restrain and handcuff a subject during an active Taser cycle.
- Officers should transition to a different force option if multiple Taser deployments fail to gain compliance.

- A Taser should not be deployed against a handcuffed person unless they are exhibiting active aggression, and only in order to prevent such persons from harming themselves and others.
- After an officer has fired a Taser cartridge, a new cartridge will be issued to the officer by the on-duty supervisor. Each uniformed officer will carry two issued cartridges.
- When confronted with a threat from a potentially dangerous animal, officers may use the Taser to protect the officer or others from physical harm.
- Officers shall only carry the Taser using an approved holster in the “cross-draw” method.

Evidence

- Used Taser cartridges and darts are considered a biohazard. Officers shall place the cartridge, wires, and probes in a Taser evidence box and impound it as evidence. It is important that the probes are left attached to the wires. The cartridge, probes, and wires will be held in evidence until the case is closed and/or civil litigation is no longer applicable.
 - The on-duty supervisor shall ensure that photographs of the probe marks and/or drive stun impact area shall be taken and forwarded to records to be placed with the case packet.
 - When the Taser is used on a subject in the probe deployment or drive stun mode, the officer will give his/her Taser to the on-duty supervisor or a CED instructor prior to the end of the shift so that Taser data can be downloaded.
 - An electronic file for each Taser will be maintained by the Range Supervisor. The file will contain data which shall be downloaded from the Taser at least annually and after a drive stun, probe deployment or a supervisor’s request regarding the Taser usage. The file will also contain the identification numbers of each cartridge assigned to the Taser.
- E. Dublin Police Less-Lethal Specialty Impact Munitions (SIMS) for patrol
- The Remington 870 shotgun, modified for use as a less lethal weapon, is approved for Patrol use by sworn members of the Division trained in the use of the weapon system, for the purpose of deploying Specialty Impact Munitions (SIMS). The Remington 870 less lethal shotgun shall be marked with an orange stock and fore guard and each sworn members of the Division trained in the use of the weapon system will be required to qualify annually on a course determined by the Chief of Police as recommended by the less lethal munitions instructors. The use of the less lethal shotgun will be guided by the Use of Force Continuum established by the Ohio Police Officer Training Council (OPOTC).
 - Prior to using the less lethal shotgun to deploy Specialty Impact Munitions (SIMS), the sworn member of the Division shall be trained by a certified less lethal munitions instructor in the guidelines set forth by the Dublin Division of Police.

Degree of force

- A law enforcement officer acting within the scope of his/her employment with the Dublin Division of Police shall use only that force reasonable to affect an arrest, detention, or mission.
- Specialty Impact Munitions (SIMS) may be used in conjunction with other techniques, to stop persons who are actively resisting, exhibiting active aggression, or to prevent individuals from harming themselves or others.
- When reasonably possible, a verbal warning shall be issued prior to the use of Specialty Impact Munitions (SIMS).
- Officers should not use the Specialty Impact Munitions (SIMS) on obviously pregnant females, individuals who appear to be frail or infirm, or appear to be less than 80 pounds.
- Officers should not use Specialty Impact Munitions (SIMS) on individuals who are on an elevated surface.
- Officers should not use Specialty Impact Munitions (SIMS) on subjects in physical control of a vehicle in motion.
- Officers should not use Specialty Impact Munitions (SIMS) on a passive subject as a pain-inflicting device to ensure compliance.

Operation

- Use of Specialty Impact Munitions (SIMS) should be combined with physical restraint techniques.
- Additional officers on the scene of a Specialty Impact Munitions (SIMS) deployment should attempt to restrain and handcuff a subject.
- Specialty Impact Munitions (SIMS) should not be deployed against a handcuffed person unless they are exhibiting active aggression, and only in order to prevent such persons from harming themselves or others.
- When confronted with a threat from a potentially dangerous animal, officers may use Specialty Impact Munitions to protect the officer or others from physical harm.
- Specialty Impact Munitions (SIMS) shall not be fired indiscriminately into crowds.
 - Specialty Impact Munitions (SIMS), to include beanbag and related projectiles, shall not be used to manage lawful demonstrations. Specialty Impact Munitions (SIMS) may be used during civil disorders against specific individuals when an officer reasonably believes such force is necessary to affect an arrest, detention, or mission.
 - When reasonably possible, a verbal warning shall be issued prior to the use of Specialty Impact Munitions (SIMS).

Evidence

- When practical, the officer should impound the used Specialty Impact Munitions (SIMS) and mark it as evidence.
- The on-duty supervisor shall ensure that photographs of the impact area are taken and forwarded to records to be placed with the case packet.

F. Straight Baton Protocol

Degree of force

- A law enforcement officer acting within the scope of his/her employment with the Dublin Division of Police shall use only that force reasonable to affect an arrest, detention, or mission.
- The straight baton is classified as a defensive weapon and shall be used to defend the officer or another person from a subject exhibiting active aggression.

Operation

- Officers should strike the subject, targeting center mass of the arms, legs, and/or torso.
- The straight baton may be operated in the open or closed mode when delivering strikes to a subject exhibiting active aggression.

Evidence

- Officers shall photograph the subject as soon as practical after using a straight baton. Officers shall photograph the subject and any area the straight baton may have struck. The officer shall add the photographs to the Use of Force Report and forward copies to records to be placed with the case packet.

G. Chemical Agent/Oleoresin Capsicum (OC) Protocol

Degree of force

- A law enforcement officer acting within the scope of his/her employment with the Dublin Division of Police shall use only that force reasonable to affect an arrest, detention, or mission.
- The Chemical Agent/Oleoresin Capsicum (OC) may be used in conjunction with other techniques, to stop persons who are actively resisting, exhibiting active aggression, or to prevent individuals from harming themselves or others.
- When practical, the officer should give a verbal warning when the Chemical Agent/Oleoresin Capsicum (OC) is going to be deployed.
- Officers should not use the Chemical Agent/Oleoresin Capsicum (OC) on subjects in physical control of a vehicle in motion.

- Officers should not use the Chemical Agent/Oleoresin Capsicum (OC) on a passive subject as a pain-inflicting device to ensure compliance.

Operation

- Officers should target the eye brows of a subject and direct the ballistic stream in a side-to-side direction when using the Chemical Agent/Oleoresin Capsicum (OC).

Evidence

- Officers shall photograph the subject as soon as practical after using a Chemical Agent/Oleoresin Capsicum (OC). The officer shall add the photographs to the Use of Force Report and forward copies to records to be placed with the case packet.

1.3.4 LESS LETHAL WEAPONS

- A. Carrying approved weapons: Sworn members of this agency, on uniformed duty, shall carry only the approved less lethal weapons authorized by the Chief of Police, as recommended by the defensive tactics teams, for the purpose of affecting an arrest, detention, or mission.
- B. Plain clothes carry: Officers working plain-clothes (non-uniform) details will be encouraged but not required to carry a less lethal instrument, due to issues of concealment, etc.
- C. The use of other instruments readily at hand for defensive purposes are only authorized when an authorized less lethal weapon is not immediately available or accessible and only within the scope of training received by an officer with regard to the use of force.
- D. Dublin Police Conducted Energy Device Protocol

The Dublin Division of Police will restrict the approved conducted energy device to the Taser. The Taser shall be carried as a less lethal force option and each officer will be required to qualify annually on a course determined by the chief of police as recommended by the defensive tactics team. The use of the Taser will be guided by the Use of Force Continuum established by the Ohio Police Officer Training Council (OPOTC).

Prior to carrying the Taser, the officer shall be trained by a certified CED instructor in the guidelines set forth by Taser International and the guidelines set forth by the Dublin Division of Police.

Degree of Force

- A law enforcement officer acting within the scope of his/her employment with the Dublin Division of Police shall use only that force reasonable to affect an arrest, detention, or mission.
- The Taser may be used in conjunction with other techniques, to stop persons who are actively resisting, exhibiting active aggression, or to prevent individuals from harming themselves or others.
- The Taser may be used on fleeing subjects when an officer reasonably believes a crime has occurred that involved the actual, threatened, or attempted infliction of physical harm.

- When practical, the officer should give a verbal warning when the Taser is going to be deployed.
- Officers should not use the Taser on obviously pregnant females, individuals who appear to be frail or infirm, or appear to be less than 80 pounds.
- Officers should not use the Taser on individuals who are on an elevated surface.
- Officers should not use the Taser on subjects in physical control of a vehicle in motion.
- Officers should not use the Taser on a passive subject as a pain-inflicting device to ensure compliance.
- The Taser may be utilized as a deterrent on any non-compliant subjects in the “spark warning” or laser display mode. There is no physical contact with the subject using the spark warning or laser display.
- Officers are only authorized to carry the Taser while on duty or when working a division approved special duty assignment.

Operation

- Officers shall perform a spark test (5 seconds with the ARC switch) at the beginning of each shift to ensure the Taser will function properly.
- Officers will complete a five second spark test utilizing the trigger once per month.
- The officer should remove a Taser from service when the Taser fails to pass a spark test or the Taser displays a battery reading of one bar (20% or less). The Taser will be replaced by the on-duty shift supervisor or a CED instructor.
- Once the Taser is fired (probe deployment), it is recommended that officers let the Taser cycle for the full five seconds to maximize its effectiveness. During the Taser cycle, officers should give commands to the suspect and attempt to gain compliance.
- If a first probe deployment does not make contact or is ineffective at stopping the subject, the officer may attempt a second probe deployment or utilize the Taser in a drive stun mode.
- For maximum effect, officers should target center body mass when deploying the probes to the back of a subject and lower center mass when deploying the probes to the front of a subject. The officer should not target the head, neck, chest, or genitalia. When encountering subjects with heavy or loose fitting clothing, the officer should target the legs for maximum effect.
- The officer should continually monitor the subject for compliance and discontinue the use of the Taser when the active resistance or active aggression stops.
- Officers should never knowingly fire the Taser or conduct a “spark warning” near flammable materials (such as gasoline, kerosene, or in a natural gas environment). Officers will not normally use the Taser when the subject has been exposed to a chemical spray from another jurisdiction due to questions about the flammability.
- Officers will avoid extended uninterrupted discharges when using the Taser on a

subject.

- When possible, officers should avoid extensive multiple discharges when using the Taser on a subject.
- Use of the Taser should be combined with physical restraint techniques to minimize the total duration of the struggle and Taser usage.
- Additional officers on the scene of a Taser deployment should attempt to restrain and handcuff a subject during an active Taser cycle.
- Officers should transition to a different force option if multiple Taser deployments fail to gain compliance.
- A Taser should not be deployed against a handcuffed person unless they are exhibiting active aggression, and only in order to prevent such persons from harming themselves and others.
- After an officer has fired a Taser cartridge, a new cartridge will be issued to the officer by the on-duty supervisor. Each uniformed officer will carry two issued cartridges.
- When confronted with a threat from a potentially dangerous animal, officers may use the Taser to protect the officer or others from physical harm.
- Officers shall only carry the Taser using an approved holster in the “cross-draw” method.

Evidence

- Used Taser cartridges and darts are considered a biohazard. Officers shall place the used probes in a biohazard evidence tube and secure the tube. Officers shall place the cartridge, wires, and evidence tube in an evidence bag and impound it as evidence. The cartridge, probes, and wires will be held in evidence until the case is closed and/or civil litigation is no longer applicable.
- The on-duty supervisor shall ensure that photographs of the probe marks and/or drive stun impact area shall be taken and forwarded to records to be placed with the case packet.
- When the Taser is used on a subject in the probe deployment or drive stun mode, the officer will give his/her Taser to the on-duty supervisor or a CED instructor prior to the end of the shift so that Taser data can be downloaded.
- An electronic file for each Taser will be maintained by the Range Supervisor. The file will contain data which shall be downloaded from the Taser at least annually and after a drive stun, probe deployment or a supervisor’s request regarding the Taser usage. The file will also contain the identification numbers of each cartridge assigned to the Taser.

1.3.5 MEDICAL AID

Any time a lethal or less lethal weapon or other use of force as defined by this agency is used against an assailant, the person against which the weapon or use of force was used will be offered

medical aid, monitored or checked for injuries by an EMS first responder or medic and/or transported to a medical facility to be checked or treated.

Conducted Energy Device (CED) Medical Treatment

- After successful Taser deployment, officers shall request EMS to respond and evaluate the subject. EMS should remove the probes from the subject.
- Officers may remove probes embedded in a subject's skin using the appropriate technique only to prevent further injury to the subject provided the probes are not embedded in soft body tissue, i.e., genitals, breast tissue, or any area above the collar bone.
- If the probes are embedded in the soft body tissue described above, EMS will make the decision to transport the subject or treat at the scene.
- Less-Lethal Specialty Impact Munitions (SIMS) Medical Treatment
- After a successful Specialty Impact Munitions (SIMS) deployment, officers shall request EMS to respond and evaluate the subject.
- Straight Baton Medical Treatment
- After a successful Straight Baton strike, officers shall request EMS to respond and evaluate the subject.
- Chemical Agent/Oleoresin Capsicum (OC) Medical Treatment
- After a successful Chemical Agent/Oleoresin Capsicum (OC) deployment, officers shall request EMS to respond and evaluate the subject.
- Officers may begin the decontamination process for persons affected by the chemical agent. Officers shall only use decontamination techniques provided by the defensive tactics team.

1.3.6 USE OF FORCE/USE OF FIREARM/CONDUCTED ENERGY DEVICE REPORTS

- A. Use of Firearm report: Every incident of firearms discharge for other than training or recreational purposes will be reported to the on-duty shift supervisor, reviewed and investigated.
- An officer will complete a "Use of Firearm" report anytime a firearm is pointed at another person, except for training purposes.
 - A written report will be submitted by the member involved in the use of a firearm outlined above as soon as practical following the incident.
 - Destruction of an animal: Humane destruction of an animal shall only be done when the discharge will not jeopardize human life or property and when other means of disposition are impractical.
 - Permission must be granted by the on-duty shift supervisor and a "Use of Firearm" report will be completed.

- When an animal is destroyed for humane reasons, officers are to notify the City of Dublin maintenance department, if the carcass creates a hazard by notifying the on-call foreman and arrange for the removal of a carcass, when a deer is struck or killed on a highway, which must be done within the guidelines of ORC 1533.12
- If a deer has been killed as a result of a traffic crash, the officer may take a report and the driver of the motor vehicle is permitted to take possession of the carcass. (Should the driver not want the animal, another person at the scene may be awarded the carcass by the investigating officer.) The officer will complete DNR Form 21(R1297) prior to releasing the carcass and issue the yellow copy to the driver.

Accidental discharge review: Accidental discharges shall be reported on a "Use of Firearm" report. The report shall be forwarded to the range team supervisor for review. Upon completion, the range team supervisor will forward the initial report to the Operations Bureau Commander for review. The completed original discharge of firearm report shall be forwarded to the Chief or his designee and final resolution.

- B. Use of force reporting procedure: The agency will investigate the action of any employee that results in, or is alleged to have resulted in, injury or death of another person
- The involved member will immediately notify the on-duty shift supervisor and will, as soon as practical, complete a "Use of Force Report".
 - As soon as practical, the on-duty shift supervisor will notify the applicable Bureau Commander, and the Chief of Police via electronic mail. The email shall include the date and time of the use of force, the officer(s) involved, the subject against whom the force was used, and any injuries involved.
 - If the use of force results in serious injury or death to any person and/or involves an officer in a shooting, the on-duty shift supervisor shall immediately notify the appropriate Bureau Commander, who shall immediately notify the Chief of Police.
 - If the use of force is the result of an officer involved shooting officers should refer to the Division's Stand Alone Directive on Police Officer Involved Shootings – General Order 1.3

Use of force investigation: The agency will investigate all use of force incidents to determine if the use of force used was reasonable and consistent with agency policy. Upon notification of a use of force incident, the on-duty shift supervisor shall respond to the scene to begin the initial use of force investigation.

- Use of force involving a supervisor or force that is likely to result in serious injury or death will be investigated by the applicable Bureau Commander or his designee unless otherwise directed by the Chief of Police.
- The investigator will be responsible for gathering all witness statements and interviewing the subject for the completion of the investigation.
- The investigator will also be responsible for photographing any person on whom a Use of Force was reported. In addition, the investigator will photograph any specific areas of the body on which a Use of Force was applied or an injury alleged.

- Each use of force report shall include but not be limited to statements oral and or written, from officers, witnesses, and persons against whom force was used. The report should include all related evidence such as audio/video tapes, a summary of observations, and a comprehensive review to include comments as to whether the use of force was reasonable and consistent with agency policy. If the subject is taken into custody, the subject will be advised of their constitutional rights prior to the interview.
- The applicable Bureau Commander will decide what other agency members, other than the Chief, should be notified and/or involved in the investigation.
- The Chief of Police or his designee may ask other agencies to assist in the investigation of any incident in which there is an application of force by any member of the Dublin Division of Police. The investigating team may request another agency or agencies to participate in the investigation based on their qualifications and/or to lend credence to the investigation.
- Once the investigation is complete, use of force/use of firearm reports will be reviewed by a defensive tactics/range team member then forwarded to the applicable Bureau Commander for review and findings.
- The final report and issuance of a finding shall then be forwarded to the Chief of Police for review and concurrence/modification.
- The Chief of Police or his designee shall forward to the Prosecutor's Office for review any information and/or reports connected with use of force only in cases of questionable use of force or where there is a possible violation of law.

Additional Considerations for Conducted Energy Device Reporting (CED) Use of force Investigations

- Used Taser cartridges and darts are considered a biohazard. Officers shall place the used probes in a biohazard evidence tube and secure the tube. Officers shall place the cartridge, wires, and evidence tube in an evidence bag and impound it as evidence. The cartridge, probes, and wires will be held in evidence until the case is closed and/or civil litigation is no longer applicable.
- The on-duty shift supervisor shall ensure that photographs of the probe marks and/or drive stun impact area shall be taken and forwarded to records to be placed with the case packet.
- When the Taser is used on a subject in the probe deployment or drive stun mode, the officer will give his/her Taser to the on-duty supervisor or a CED instructor prior to the end of the shift so that Taser data can be downloaded.
- An electronic file for each Taser will be maintained by the Range Supervisor. The file will contain data which shall be downloaded from the Taser at least annually and after a drive stun, probe deployment or a supervisor's request regarding the Taser usage. The file will also contain the identification numbers of each cartridge assigned to the Taser.
- Concurrent investigation: A concurrent investigation of any use of force that is likely to result in serious injury or death or where there is a possible violation of law will be conducted by an outside agency for presentation to the county prosecutor.

- C. Use of force reporting (lethal or less lethal weapon): Officers will report any use of force involving a lethal or less lethal weapon immediately to the on-duty shift supervisor and will, as soon as practical, file a "Use of Force Report". In the event the involved officer is incapacitated or otherwise incapable of making proper notification(s) or report(s), the on-duty shift supervisor will initiate such measures. The on-duty shift supervisor will notify the Bureau Commanders and the Chief of Police via electronic mail prior to the end of the shift and will initiate investigation unless otherwise directed.

Additional Reporting Requirements for Use of Conducted Energy Devices (CED)

- Every probe deployment (including accidental discharge), drive stun, laser display, spark warning or pointing of a Taser shall be reported to the on-duty shift supervisor as soon as practical.
- Every probe deployment (including accidental discharge), drive stun, laser display, spark warning or pointing of a Taser shall be reported on a "Use of Taser" form.
- The "Use of Taser" Form shall be reviewed and approved by the on-duty shift supervisor, a defensive tactics instructor, applicable bureau commander, and the Chief of Police.

Additional Reporting Requirements for Use of Specialty Impact Munitions (SIMS)

- Every use of Specialty Impact Munitions (SIMS) or Less-lethal shotgun shall be reported to the on-duty shift supervisor as soon as practical and documented on a Use of Firearms report.
- Every incident in which a Specialty Impact Munitions (SIMS) is used on a subject shall be reported on a "Use of Force" report.

Additional Reporting Requirements for Use of a Straight Baton

- Every incident in which an officer performs a straight baton strike on a subject shall be reported to the on-duty shift supervisor as soon as practical and documented on a Use of Force report.
- Additional Reporting Requirements for Use of a Chemical Agent/Oleoresin Capsicum (OC)
- Every incident in which an officer deploys a Chemical Agent/Oleoresin Capsicum (OC) on a subject shall be reported to the on-duty shift supervisor as soon as practical and documented on a Use of Force report.

- D. Use of force reporting (weaponless force): Bodily force shall be documented on a "Use of Force Report". Minor hand to hand control techniques, such as those used in handcuffing, physically touching, or gripping to overcome minor resistive tension shall be reported on an incident report or narrative of the arrest form and are not considered a use of force. Any bodily force resulting in an injury must be reported on a "Use of Force Report". The on-duty shift supervisor shall notify the applicable Bureau Commanders and the Chief of Police via electronic mail prior to the end of the shift and will initiate investigation unless otherwise directed.

1.3.7 REVIEW OF USE OF FORCE/DISCHARGE OF WEAPONS INCIDENTS

A complete report and investigation of any use of force shall be forwarded to the Chief of Police through the chain of command, with notifications and reviews as specified in General Order 1.3.6. The reviews should determine whether there are policy, training, weapon/equipment, or discipline issues that should be addressed. There shall be a sixty day time limit for completing reviews as specified in General Order 1.3.6. Extensions may only be granted by the Chief of Police in cases of extenuating circumstances.

1.3.8 EMPLOYEE REMOVAL PENDING REVIEW

In the event that an employee's actions, including use of force, result or are alleged to have resulted in the proximate death or serious physical injury of another, the employee shall be removed from line duty and placed on administrative duty or administrative leave.

The employee shall be afforded the services of a professional psychologist and/or psychiatrist while the case is under investigation and pending findings by the Chief of Police. Professional assistance may include critical incident stress debriefing, if available.

1.3.9 AUTHORIZED WEAPONS AND AMMUNITION

- A. Weapons specifications: The agency issued lethal and less lethal weapons specifications for full-time and reserve sworn uniform officers will be maintained by the range/defensive tactics team supervisor(s), after approval by the Chief of Police. Officers carrying any lethal or less lethal weapon must carry and have at hand proper identification, including badge and Division identification card.
- Uniform duty: The agency issued lethal weapon shall be the primary weapon carried by officers working all uniform details.
 - The agency issued less lethal weapons shall be the only less lethal weapons carried by officers with this agency.
 - Plain clothes carry: Weapons carried as a "primary" weapon by officers working plain-clothes (non-uniform) details shall be approved by the range team supervisor at the direction of the Chief of Police.
 - Second weapons: Weapons carried as a "second" weapon or to be carried off duty must be approved by the range team supervisor at the direction of the Chief of Police.
 - Officers shall utilize an approved off-duty concealment system for any firearm, including their duty weapon, carried off duty or as a second weapon. Final approval for an off-duty concealment system is at the discretion of the range team supervisor at the direction of the Chief of Police.
 - Any officer of this agency may carry an approved weapon and approved ammunition off duty, as long as the carrying of the weapon does not conflict with any other directive or violate any law, statute, or ordinance.
 - Prohibition against carrying weapon while impaired: It shall be the policy of this agency that no sworn member, while off duty, shall carry an agency issued weapon or have such weapon ready at hand if that member is consuming or under the

influence of alcohol or any illegal drug or any drug that has caused impairment.
(See also Ohio Revised Code §2923.15)

- B. Ammunition specifications: All ammunition carried in any capacity must be approved by the range team supervisor at the direction of the Chief of Police. The ammunition specifications will be maintained by the range team supervisor.
- C. Review, inspection, and approval of weapons: Prior to the time an employee is authorized to use any firearm, a member of the range team shall inspect and approve all weapons and ensure the employee has properly qualified with the weapon.
- Less lethal weapons approval: Prior to the time an employee is authorized to use any defensive tactics instrument, a defensive tactics instructor shall approve the instrument and shall ensure the employee has properly been instructed and/or certified in the use of the instrument.
 - Carbines/Patrol Rifles:
 - The normal mode of carry for a carbine/patrol rifle in a cruiser/unmarked vehicle will be either of the following: secured in the case in the trunk with an empty chamber, bolt closed, safety engaged, magazine well empty, and with four (4) loaded magazines in the case, or in vehicles equipped with an overhead rack as follows: empty chamber, bolt closed, safety engaged, a two 30-round coupled magazines inserted in the magazine well, and two (2) spare magazines in the tactical vest in the trunk.
 - The carbine/patrol rifle will be the primary weapon to be considered for use in most tactical situations as well as those which distances exceeds the officer's effectiveness with the handgun or shotgun.
 - The carbine/patrol rifle will not normally be used for the humane destruction of sick or injured animals, unless authorized by the on-duty shift supervisor or OIC due to exigent circumstances.
 - While the carbine/patrol rifle should not be deployed on "routine" traffic stops or burglary/robbery in progress alarms, if additional information is received while enroute or the events at the scene would warrant the deployment of the carbine/patrol rifle, officers may do so in accordance with division use of force and firearms policies.
 - The carbine/patrol rifle will not be charged unless events would lead a reasonable officer to believe the potential need for the use of deadly force is present.
 - The carbine/patrol rifle will not be carried into a contained/controlled environment with a round in the chamber. If this is unpreventable, the safety will be engaged with the muzzle of the weapon pointed in a safe direction.
 - It is the responsibility of the deploying officer to ensure that the carbine/patrol rifle is returned to the cruiser/unmarked vehicle and secured in the approved manner as soon as practical.
 - If the carbine/patrol rifle or cruiser must be taken out of service, the carbine/patrol rifle will be placed in the lockers in the range observation area. The locker will be locked and the key placed in the designated hole in the front of the locker. If range

personnel are on duty, they are to be notified so the carbine/patrol rifle can be secured in the armory. If no range personnel are on duty, a note will be left in a range team members' mailbox or an e-mail will be sent to all members of the range team.

- Personally owned carbines/patrol rifles are authorized for on duty use provided an officer seeking such authorization meets the following criteria:
 - The officer submits a request to the Chief or his designee requesting use of the carbine/patrol rifle for duty use and the request is approved.
 - The carbine/patrol rifle meets guidelines established for use of personally owned carbines/patrol rifles. These guidelines are found in the division's firearms standalone directive.
 - The carbine/patrol rifle is inspected by a Division Range Officer who is trained as an armorer and the rifle is found to be in compliance with the guidelines.
 - The officer passes the department carbine/patrol rifle qualification course with his/her personally owned rifle.
 - The personally owned carbine/patrol rifle will be stored on duty and off duty in a manner that it is secure and not accessible to unauthorized persons.
 - The normal mode of carry for a personally owned carbine/patrol rifle in a cruiser/unmarked vehicle will be secured in an approved case in the trunk with an empty chamber, bolt closed, safety engaged, magazine well-empty, and with two (2) loaded magazines in the case.
 - When off duty, the carbine/patrol rifle will be stored in the officer's assigned locker. If the officer elects to take the carbine/patrol rifle home, it should be stored in a secure location to prevent unauthorized access.
 - The use of the personally owned carbine/patrol rifle in any official capacity is subject to the same use of force guidelines as the division issued carbine/patrol rifles.
 - In all cases, division use of force and firearms policies will apply.
- Shotguns:
 - The normal mode of carry for a shotgun in a cruiser/unmarked vehicle will be either of the following: secured in the case in the trunk with an empty chamber, safety engaged, action released, magazine tube fully loaded with buckshot, and spare rounds in the speed feed, or in vehicles equipped with an overhead rack as follows: empty chamber, safety engaged, action released, magazine tube fully loaded with buckshot, and spare rounds in the speed feed or in the glove box.
 - The police shotgun will be the primary weapon to be considered for use in the humane destruction of sick or injured animals. For deer size or larger animals, a rifled slug is suggested, while buckshot should be sufficient on smaller animals. In the event of exigent circumstances, the on-duty shift supervisor may authorize the use of a different division firearm.

- While the shotgun should not be deployed on "routine" traffic stops or burglary/robbery in progress alarms, if additional information is received while enroute or events at the scene would warrant the deployment of the shotgun, officers may do so in accordance with division use of force and firearms policies.
- A round will not be chambered unless events would lead a reasonable officer to believe the potential need for the use of deadly force was present.
- The police shotgun will not be carried into a contained/controlled environment with a round in the chamber. If this is unpreventable, the safety will be engaged with the muzzle pointed in a safe direction at all times. It is the responsibility of the deploying officer to ensure that the police shotgun is returned to the cruiser/unmarked vehicle and secured in the approved manner as soon as practical. While the rifled slug is intended for the humane destruction of animals, it may be used in situations where buckshot would be inefficient.
- If the police shotgun or cruiser must be taken out of service, the police shotgun will be placed in the lockers in the range observation area. The locker will be locked and the key placed in the designated hole in the front of the locker. If range personnel are on duty, they are to be notified so the police shotgun can be secured in the armory. If no range personnel are on duty, a note will be left in a range team members' mailbox or an e-mail will be sent to all members of the range team.
- In all cases, division use of force and firearms policies will apply.
- Clearing weapons: In order to provide a safe atmosphere for all personnel and in order to mitigate the potential consequences of an accidental discharge or weapon(s) malfunction, the following procedures shall apply:
 - Any officer who intends to charge or clear a weapon on station shall proceed to the range, keeping the muzzle pointed downrange.
 - Hearing protection will be provided for the officer's use.
 - Following qualification and/or proficiency testing, the employee shall remove the magazine, clear the weapon, and lock the slide/cylinder open.
 - The employee shall visually inspect the weapon chamber to ensure the chamber is empty. A qualified range team member shall visually confirm that the weapon is unloaded and safe.
 - The weapon slide/cylinder shall remain locked open when the weapon is taken off the firing line to be cleaned.
 - The weapon shall not be recharged until the employee has returned to the firing line and is cleared by a range team member to reload and recharge the weapon.
- D. Removal of Unsafe Weapons: Any range team member shall be authorized to suspend authorization to utilize weapons based on an unsafe condition of a weapon. The range team member shall immediately seize any weapon found to be in an unsafe condition and forward a report concerning the circumstances to the applicable Bureau Commander.
- E. Weapons records: All issued weapons will be recorded in agency inventory records. Qualification records, including manufacturer, caliber and serial numbers of all approved

firearms will be maintained in the division's training records and updated at each qualification and/or change in issue.

- F. Securing weapons: Sworn officers will make reasonable efforts to keep issued or authorized personally owned firearms safe and secure at all time, e.g. locking in a drawer or cabinet when not being carried. A firearm lock will be provided for each agency issued firearm to be used on the firearm to keep the firearm safe during off duty hours. This would not preclude the officer from using other reasonable means, e.g. gun safe, locker, etc., to secure an agency issued firearm during off duty hours.

1.3.10 WEAPON PROFICIENCY

- A. Firearms: All sworn members of the Dublin Division of Police are required annually to obtain a qualifying firearm score on a course approved by the range team supervisor at the direction of the Chief of Police with the member's duty firearm(s), any other agency firearm(s) the member is authorized to utilize, e.g. the shotgun, carbine, and any plain clothes, off-duty or back-up weapon they are authorized to carry. Range qualifications shall include a demonstration of the safe handling and care, as well as the actual firing, of the firearm(s).
- B. Less lethal weapons: All sworn members are required biennially to demonstrate proficiency in the use of approved and/or issued less lethal weapons on a course approved by the defensive tactics team supervisor at the direction of the Chief of Police. All firearms being used in qualification shall first be checked by a member of the range team. All less lethal weapons shall be checked for condition by a defensive tactics team member.
 - Less Lethal Shotguns: All sworn members of the division authorized to use the Less Lethal shotgun are required annually to demonstrate proficiency in the use of approved and /or issued Less Lethal shotguns and 12 gauge Specialty Impact Munitions (SIMS) on a course approved by a Less Lethal Munitions Instructor at the direction of the Chief of Police. All members of the Division's Crowd Control Unit are required annually to demonstrate proficiency in the use of all approved and/or issued less lethal weapons, munitions, and Specialty Impact Munitions (SIMS). All Less Lethal weapons, munitions, and Specialty Impact Munitions (SIMS) shall first be checked by a Less Lethal Munitions Instructor.
- C. Policy: All sworn members shall demonstrate knowledge in the laws and policy concerning the use of authorized weapons, use of force, escalating force, and deadly force. Instruction shall be provided by a certified weapons instructor.

1.3.11 WEAPONS QUALIFICATIONS

At least annually, all sworn officers will be required to qualify with all firearms and conducted energy devices approved by the agency for use by the officer and are required on a biennial basis to demonstrate proficiency in the use of any other approved and/or issued less lethal weapons. All sworn personnel will be required, at least annually, to receive training on the agency's use of force policies. All sworn personnel must attend other scheduled firearms training throughout the year unless specifically excused by a Bureau Commander.

- A. Annual firearms qualification: An officer must qualify on the state qualification test, that has been approved by the Ohio Peace Officer Training Council and that is monitored by a certified firearms instructor, at least annually to be eligible to carry firearm(s). (OAC 109: 2-13) Annual Conducted Energy Device qualification: Each officer will be required to qualify annually on a course determined by the chief of police as recommended by the defensive tactics team. Each officer shall be trained by a certified CED instructor in the guidelines set forth by Taser International and the guidelines set for the by the Dublin Division of Police.
- B. Documented training: Specifications for the firearms qualification course shall be drawn up by the range team and specifications for the defensive tactics shall be drawn up by the defensive tactics team at the direction of the Chief of Police and shall be filed with the agency Training Officer, along with the results of the qualifications, that shall be recorded as pass/fail only. Qualification courses shall require the officer to use his/her weapon(s) in the same manner as he/she is accustomed to using them in a work atmosphere, i.e. using duty holster, off-duty holster(s), and other agency weapon(s) from their normal position of storage.
- C. Remedial training: Any qualified weapon instructor(s) shall be entitled to suspend authorization to utilize weapons, based on an officer's inability to qualify with their issued weapon(s), shotgun, carbine, and authorized off-duty and/or back-up weapon.
- If the member fails after the first qualification, the qualified weapon instructor(s) shall provide an appropriate period of instruction and shall require the member to attempt to qualify a second time.
 - If the member fails after the second qualification, the qualified weapon instructor(s) shall provide an appropriate period of instruction and shall require the member to attempt to qualify a third time.
 - If the member fails to qualify on the third attempt, the member who failed to qualify shall be assigned to a position that does not require the use of a weapon and shall be relieved of his/her issued weapon(s).
 - The member shall then be given a two week period, during which the member shall be trained and given an opportunity to practice under supervision, after which the member shall be given an opportunity to qualify with the issued weapon(s).
 - If, following this sequence the member again fails to qualify, the member will be placed on administrative suspension. The pay status during the administrative leave shall be determined by the City Manager after a thorough review of the situation.
 - The member shall then be given another two week period of training and practice under supervision, after which the member shall be given a final opportunity to attempt to qualify with the issued weapon(s). If, following this

sequence the member again fails to qualify, appropriate disciplinary actions will be taken.

- Disciplinary actions: At any time during the qualification process, disciplinary actions may be initiated if the failure to perform satisfactorily is due to a failure to follow the directions or suggestions of the qualified weapon instructor(s), a failure to follow range rules, a lack of willingness to participate or cooperate with the range team member(s), an apparent attempt to deliberately fail to qualify, or any other conduct that would violate the disciplinary code of conduct of this agency or that would indicate the member cannot or will not qualify with agency weapons.

D. In accordance with the Law Enforcement Safety Act established in 2004, the Division of Police will allow qualified retired City of Dublin law enforcement officers to participate in firearms qualifications. In order to maintain this qualification, the retired officer(s) must qualify at least every 365 days. The Chief of Police shall decide who is eligible to participate in firearms qualifications with the Division of Police. Participants must meet the following minimum standards in order to be considered for participation:

- Must be a retired City of Dublin Law Enforcement Officer who meets the definition of “qualified retired law enforcement officer” according to the Law Enforcement Safety Act.
- Abide by the provisions of Dublin Division of Police General Order 1.3.
- Complete all necessary forms and comply with all directives required by the Chief of Police.
- - Immediately notify the Chief of Police, or his/her designee, of any change in status as required by the Law Enforcement Safety Act.
- The qualifying retired law enforcement officer will be provided a separate identification card containing information required by the Law Enforcement Officer Safety Act. This card must be renewed at least annually. The Chief of Police reserves the right to revoke the separate qualifying card at any time.

1.3.12 ISSUING USE OF FORCE DIRECTIVES

Officers of the Dublin Division of Police will not be allowed to carry a weapon in any status outside of training until they have been issued and trained in the contents of policies described in Sections 1.3.1 through 1.3.5.

1.3.13 ANNUAL ANALYSIS OF REPORTS

The Chief of Police or his designee shall conduct an annual documented analysis of use of force and discharge of firearms reports. The review is meant to determine patterns or trends that could indicate training needs and/or policy modifications.

CROSS REFERENCE TO STANDARDS AND POLICIES: General Orders 42.2.1, 42.2.10, 52.1.6, 61.1.2, 61.1.5,

CROSS REFERENCE TO FORMS: Code of Ethics; Use of Force Form; Discharge of Firearm Form; Use of Taser Form; Deer Carcass (DNR 21); 1.3 Stand Alone Directive - Approved Less-lethal and lethal weapons, ammunition, and equipment; 1.3 Stand Alone Directive – Officer Involved Shooting; 46.1 Stand Alone Directive;; United States Department of State Consular Notification and Access book: Diplomatic and Consular Immunity guidance for Law Enforcement and Judicial Authorities

SAMPLE POLICY
This may not represent this agency's current procedure.