Carmel Police Department
General Order 4.1

CALEA Standards #4.1.1-4.1.7/4.2.1-4.2.4/4.3.1-4.3.4
Supporting Documents: SOP Lethal Less Lethal Ammo Optics

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Purpose

The purpose of this General Order is to provide police officers of the Carmel Police Department with guidelines for de-escalation of volatile situations and the use of lethal and less lethal force. All sworn personnel shall receive training regarding this General Order and GO 04, and each officer will receive a copy prior to being authorized to carry any weapon.

The Carmel Police Department is committed to de-escalating incidents to negate the need for the use of force. When force is necessary the Carmel Police Department is committed to using only the amount of force that is objectively reasonable to overcome the resistance offered. The Carmel Police Department is equally committed to preventing unnecessary force, ensuring accountability and transparency, and building trust with our community. The Carmel Police Department respects the inherent life, liberty, dignity, and worth of all individuals by preserving human life, and minimizing physical harm and the reliance on use of force.

De-escalation: Prior to using physical, non-deadly and/or deadly force, all Carmel police officers, when possible and feasible, will use de-escalation techniques to decrease the likelihood that officers will need to utilize use of force, and to minimize the level of force required. This includes using effective communication techniques to engage with individuals who are not compliant with orders by establishing rapport, asking questions and providing advice to defuse conflict and achieve voluntary compliance.

Where feasible, police officers will try to determine whether an individual's failure to comply with an order is the result of one the following factors:

- Medical conditions
- Mental impairment

- Developmental disability
- Physical limitation
- Language barrier
- Drug interaction
- Behavioral crisis, or
- Other factors beyond the individual's control

When feasible and safe, officers should give verbal warnings when use of force is going to be used. In some cases, there may not be an opportunity to give verbal commands or warnings.

Duty to Intervene

Police officers shall use only that amount of force that is objectively reasonable and necessary to achieve their lawful purpose. Excessive or unauthorized force is never justified, and every officer not only has an affirmative duty to intervene to prevent such force, but also to report any such instances that may come to their attention.

4.1.1 Use of Objectively Reasonable Force

It is the policy of the Carmel Police Department that officers use only the force that is objectively reasonable to effectively bring an incident under control and to accomplish lawful objectives. The officer must only use that force which a reasonably prudent officer would use under the same or similar circumstances at the time the incident occurs.

4.1.2 Use of Deadly Force - See GO 04 LETB Uniform Statewide Policy

4.1.3 Deadly Force Restrictions – See GO 04 LETB Uniform Statewide Policy

4.1.4 Use of Non-Deadly Force

A. Where deadly force is not authorized, officers may use only that level of force that is objectively reasonable to bring an incident under control.

B. Officers are authorized to use department approved, non-deadly force techniques and issued equipment to:

1. Protect the officer or others from physical harm;
2. Restrain or subdue a resistant individual; and/or
3. Bring an unlawful situation safely and effectively under control.

C. Empty Hand Techniques Authorized by GO 33.5 LETB Statewide Defensive Tactics Training Policy.

1. Techniques that intentionally restrict the airway (airway choke) or carotid (carotid choke) are considered deadly force. (GO 04) Such techniques shall not be used by members of this department, other than situations that justify the use of deadly force. Should an officer observe or have immediate knowledge that one of these techniques has been used, the member shall ensure that medical attention is administered by a qualified medical professional as soon as possible after the use of force. This does not prohibit the use of head control techniques when justified during a use of force.

2. Head control- Head control is a trained technique utilized to control movement of a subject's head or neck that **does not** involve restriction of the airway or carotid artery.

3. Airway choke- Any technique involving the use of an arm or other firm object to attempt to control or disable a subject by applying pressure against the windpipe or the frontal area of the neck with the purpose or intent or effect of controlling a subject's movement or rendering a subject unconscious by blocking the passage of air through the windpipe.

4. Carotid choke- Any technique which is applied in an effort to control or disable a subject by applying pressure to the carotid artery, the jugular vein, or the sides of the neck with the purpose or intent or effect of controlling a subject's movement or rendering a subject unconscious by constricting the flow of blood to and from the brain.

4.1.5 Use of Authorized Less Lethal Weapons

Officers shall use less lethal weapons as approved and/or issued by the department in order to affect lawful objectives and bring an incident under control.

A. The less lethal weapons authorized by the department include, but are not limited to:

1. Impact tools; straight batons, ASP, PR-24,
2. K9 bite apprehension,
3. Special Impact Munitions, Taser
4. Chemical Munitions (CS/Smoke).
5. Noise/Flash Distraction Devices.
6. OC
7. (See SOP Lethal / Less Lethal / Ammo and Optics)

B. Prior to issuance and/or approval of less lethal equipment, officers shall receive training and instruction in its care and use. The training and instruction shall be recorded by a certified instructor:

1. The records shall be kept under the control of the Special Operations Division or his/her designee.

2. Records of such training/instruction shall be kept for a period of at least one year beyond the officer's retirement or as required by law.

3. The records, after this time period, shall be reviewed and destroyed if not needed.

4. All uniform officers will be issued and must carry at least two of the following less lethal weapons: impact tools (straight baton, asp, PR24), O.C. spray or Taser. If the officer chooses not to carry an impact tool, one must be readily available in their assigned vehicle. At least annually, all officers must participate in, and successfully complete, all required competency-based training programs for authorized less lethal weapons.

4.1.6 Electronic Incapacitation Devices

The Taser is an electronic incapacitation device. It is considered an additional, less lethal, police tool and is not intended to replace firearms or any other approved tool or technique available to the officer. The Taser may be used to affect lawful objectives and bring an incident under control. The Taser shall only be used as instructed during training and also falls under the objectively reasonable standard when it is used.

The Taser is not meant to be used in deadly force situations. When possible, the Taser should not be used without a backup officer present whose purpose is to provide lethal cover to the officer using the Taser.

Any Taser use determined to be contrary to the objectively reasonable standard may result in disciplinary action against that officer. The Taser shall not be used as a punitive measure.

A. Issuing the Taser

1. Officers shall ONLY carry the Taser approved by the Chief of Police. Officers shall only use department issued Taser cartridges.

2. Department issued Tasers may be assigned to any division within the police department.

3. Officers may have a Taser assigned to them as deemed necessary by their supervisor.

B. Training and Certification

1. Only officers who have completed the Taser training session are approved to carry or use the instrument.

2. Annual re-certification is required of all officers.

C. Use of Taser

The Taser can be used against any person(s) or animal(s) where the officer believes the use is objectively reasonable in order to gain control over that person or animal.

4.1.7 Use of Pepperball® Launcher

A. The PepperBall launcher may be used under the following circumstances:

1. In those situations where physical contact to control a violent or potentially violent person(s) is likely and the use of force when reasonable is authorized pursuant to existing department policy.
2. To defend oneself or another from an aggressive or attacking animal, or;
3. Crowd control/disbursement in civil disobedience situations.

B. Only personnel who have successfully completed authorized department training with a Pepper Ball instructor and who have been issued a PepperBall launcher, projectiles and associated equipment are authorized to carry and deploy the system.

C. Officers encountering a situation that requires the use of the PepperBall system will immediately notify a field supervisor, if feasible. This system is authorized for use before the arrival of the field supervisor if the situation dictates such use. The field supervisor will respond to all PepperBall deployments involving a subject/suspect.

D. When the decision is made to use the PepperBall launcher, the following factors should be taken into consideration**:**

1. When possible, one other officer should be present and in close proximity at a scene before the PepperBall launcher is deployed in order to provide lethal cover for the deploying officer should the incident escalate into a life-threatening situation for the deploying officer or others.
2. When possible, verbal warnings shall be given to the target subject before using the PepperBall launcher.
3. Whenever possible, other law enforcement personnel present should be alerted to the imminent use of the PepperBall launcher.
4. Proximity shots may be fired near a subject to either deploy a cloud of OC powder, or to encourage the subject to comply with directives without actually striking the subject with projectiles.
5. Proximity shots can be fired near the subject's feet or near other portions of the subject's body if a hard surface is present for impact of the projectiles. Caution must be taken to prevent unintentionally striking the subject in the head, neck, spine and groin.
6. The projectiles are not likely to ricochet off hard surfaces with sufficient energy to cause injury.
7. If it becomes necessary to fire projectiles at a subject, it may be necessary to fire multiple shots to achieve compliance. Personnel firing at a subject should continuously reassess whether or not compliance has been achieved or the situation has changed.

E. Decontamination and Medical Treatment

1. Following the use of the PepperBall launcher, an immediate assessment shall be made to ensure that no injuries have been sustained. If injuries have occurred, appropriate medical treatment shall be obtained.
2. When practical, Individuals contaminated with the chemical agent residue from PepperBall projectile(s) shall have their face and eyes flushed with eye wash or cool water. Should affected individuals have breathing problems or other medical issues related to the effects of the chemical agent, officers shall summon immediate medical treatment.

3. Officers shall check the area where the launcher was deployed to make sure no unbroken projectiles remain, which could be picked up by the public. Any unbroken PepperBall projectile(s) should be crushed by stepping on the unbroken round(s) and rendering the unbroken projectiles useless when circumstances permit.

F. Reporting

1. Photographs shall be taken of any areas involving visible injury or complaint of pain as well as overall photographs of uninjured areas. The photographs shall be logged into evidence under the criminal report file number.

2. The deploying officer shall include the following information in the incident report:

   a. Approximate number of rounds fired.
   b. Number of impacts on the subject/suspect.
   c. The distance between the subject/suspect and engaging officer at the time of deployment.
   d. Any injuries and medical treatment provided.
   e. Any third-party contamination or impact.

3. The officer shall complete a Use of Force (PepperBall) report and include copies of all photographs of affected people. A copy of the report shall be submitted to the ERG Supervisor and/or PepperBall Instructor for review

G. Maintenance Responsibility

1. All individual normal maintenance, charging and cleaning of PepperBall equipment/system shall remain the responsibility of the assigned personnel issued the Pepper Ball equipment/system.
2. All damaged, inoperative and/or expended equipment shall be returned to the (ERG) Supervisor for repair or replacement.
3. ERG armorers/instructors are authorized to repair and/or replace all department PepperBall system components and control the department's inventory.

4.1.8 Ensuring Aid after Use of Force

A. Should an individual become sick or injured during any use of force by a Carmel Police Officer, the officers shall, render medical aid as quickly as reasonably safe to do so, request necessary medical assistance and notify appropriate supervisory personnel.

B. As soon as possible after an individual has been handcuffed and the officer determines the detainee's actions no longer place officers at risk of imminent injury, the individual should be turned onto his/her side or allowed to sit up. Officers will make all reasonable efforts to ensure that the individual is not left in a prone position.

C. In cases of obvious severe injury, medical distress, or subject unconsciousness, immediate medical aid will be rendered according to officer(s) training up to and including activating emergency medical response

D. Specific duties after the use of the Taser

1. Once the subject is restrained or has complied, the Taser should be turned off.

2. The officer's supervisor shall be called to the scene. With the supervisor present, the probes may be removed from the subject in accordance with established training procedures.

3. EMS/Medical personnel will be requested to the scene to assess the subject. If the exam or other circumstances indicate that the subject needs further medical treatment, he/she should be transported to the nearest medical facility. Medical treatment should not be refused to anyone who requests it.

4. Medical personnel will remove probes located in sensitive areas such as face, neck, groin or breast. EMS/Medical personnel may remove any probes, at their discretion, from all other areas.

    a. Probes that have been removed from skin shall be treated as biohazard sharps. They should be placed pointed down into the expended cartridge bores and secured with tape.

    b. Cartridges must be placed into evidence. The process of "Photograph and Destroy" must be selected and an orange "BIOHAZARD" label should be affixed to the package.

5. Photographs will be taken of probe impact sites and any other related injury. All photos shall be placed into evidence and noted on the officer's report.

Reporting Uses of Force

***All Uses of Force shall follow this reporting procedure, whether involving Firearms, Vehicles, Taser or other intermediate weapons, including K9, or empty hand techniques.**

A. Upon being involved in any use of force the officer involved will notify his/her supervisor as soon as possible. The on-duty supervisor shall investigate each use of force and create a summary report within the narrative in the Use of Force Guardian entry. A Use of Force Summary shall be completed in all use of force incidents **NOT** involving serious bodily injury or death and submitted to his/her supervisor prior to the end of the officer's shift. The completed Use of Force Summary from the officer will also be uploaded into the Guardian system by the supervisor. The Use of Force Guardian entry shall be sent up the chain of command to the affected officer's Division Commander. The Use of Force Guardian entry is not needed for instances involving pointing of firearms, verbal commands or techniques used with little chance of injury to the person they are applied. The Destruction of Animal report is required of any officer who destroys an animal which is sick or injured.

B. The officer(s) involved in a use of force incident resulting in death or serious bodily injury will give a brief outline of the incident to the responding scene supervisor or his/her designee. The officer's supervisor will complete an initial Use of Force Guardian entry prior to the end of shift and enter that information from the officer into the Guardian System.

Obtaining a complete statement from an officer involved in a use of force incident is essential to a thorough investigation. The Department recognizes scientific studies concluding how psychological responses in the body during a traumatic event lead to immediate recall issues, the effects of trauma on event recall and the benefits of sleep to improving memory of a traumatic event. As a result, officers involved in a use of force incident resulting in death or serious bodily injury will not be interviewed for a period of 48 hours.

Officers under medical care due to injuries sustained during the event will be interviewed at the appropriate time after consultation with the medical staff regarding treatment and/or medication that might impair the officer's statement.

Refer to General Order 4.5 – Officer Involved Shooting & Use of Lethal Force Investigations

C. Officers who discharge any firearm on or off-duty, intentionally or unintentionally for any reason other than authorized training or legitimate recreation shall immediately notify his/her supervisor and follow the following reporting guidelines.

1. An officer who discharges a firearm NOT resulting in serious bodily injury or death to another will complete a Use of Force Summary prior to the end of shift and submit that summary to his/her supervisor. The officer's supervisor will document the incident in the Guardian system. The completed use of force summary shall also be uploaded into the Guardian system. The documentation will be forwarded up the chain of command within that division. If the officer is unable to complete a use of force summary, his/her supervisor will complete an initial summary for that officer.

   An officer who discharges a firearm where serious bodily injury or death DOES result will follow the protocol established in General Order 4.5.

D. The investigation of all incidents involving the use of force which results in or has alleged to have resulted in death to any person will be conducted by an outside agency as directed by the Chief of Police or designee. The investigation of all incidents involving the use of force which results in or has alleged to have resulted in serious bodily injury may be investigated by an outside agency or by the department's Critical incident Response Team, as directed by the Chief of Police or designee. The results of the investigation will be sent to the Chief of Police, the Incident Review Board, and the Division Commander of the officer involved and the Hamilton County Prosecutor's Office for review.

E. The investigation of all incidents involving the use of force which results in or has alleged to have resulted in serious injury or death of an animal (other than the destruction of sick or injured animals) will be investigated by the department Critical Incident Response Team.

F. In incidents where the discharge of a firearm is unintentional and where no injuries occurred, the CIRT protocol will still be followed, and the Investigations Division Commander or his/her

designee will lead the investigation and forward all results to the Chief of Police, Incident Review Board and the officer's Division Commander.

G. **All reports generated as a result of this standard will be reviewed annually by the Special Operations Division Commander, the Training Coordinator and the lead Physical Tactics Instructor**. This review may reveal patterns or trends that could indicate training needs, equipment upgrades and/or policy modifications. The analysis will be documented.

4.1.9 Use of Force Incident Review Board

The on-duty Supervisor shall forward all documentation after each use of force to his/her Division Commander through entry into the Guardian system. All use of force incidents involving death or injury to a person that requires treatment away from the scene by medical personnel will be entered into the Guardian system as "confidential" which will trigger the appropriate workflow. Training, policy violations or policy failures MAY be administratively directed to the Incident Review Board for assessment as outlined in General Order 6.

A. The on-duty Supervisor making the summary report may also recommend that any incident not fitting the above automatic review criteria be reviewed by the Incident Review Board

B. Any intentional/unintentional discharge of a firearm will be investigated by the Investigations Division Commander or his/her designee under the CIRT policy. The results of that investigation will be sent to the Incident Review Board for assessment as outlined in General Order 6.

a. A review is not necessary for weapons discharged during normal training, participation in competitive sporting events, destruction of sick/injured animals etc., unless the range rules or policies are violated and/or an injury/death results from the weapons discharge.

C. An annual review will be conducted during the department training committee meeting. The purpose of the annual review will be to determine if changes in policy, practice or training are needed.

4.1.11 Authorized Weapons and Ammunition

A. Only weapons and ammunition meeting department-authorized specifications may be carried by officers while on or off duty. Officers are encouraged, but not mandated, to carry an authorized firearm while off-duty. Officers are mandated to have in their possession an approved firearm while operating a department vehicle.

General Order 26, Rules and Regulations, Section F, item 6:
Members shall not partake in any intoxicating beverage while on duty, except in the performance of their duty, nor shall any member report for duty under the influence of any intoxicants to any degree whatsoever.

Officers shall not carry a firearm off duty while impaired.

1. Department Issued / Assigned Weapons and Ammunition

   a. Weapons will be approved, issued or assigned by the Firearms Staff. (See SOP Lethal / Less Lethal / Ammo and Optics)

   b. All ammunition will be factory loaded, approved and issued by the Firearms Staff. (See SOP Lethal / Less Lethal / Ammo and Optics)

2. Alternate Weapons and Ammunition

   a. Officers wishing to carry an alternate weapon (back-up or off-duty) under the authority of the Carmel Police Department shall have the weapon inspected and obtain permission to carry said weapon from a Carmel Police Department firearms staff.

   b. Each weapon carried under the authority of the Carmel Police Department must be inspected and approved by the Firearms Staff. The inspection will be documented and include make, model and serial number along with a general statement of inspection. The Firearms Staff will maintain all documentation.

   c. Each weapon must:

      1. Be a reliable manufacturer.
      2. Be in a safe condition.
      3. Be of at least .380 caliber.
      4. Have a minimum magazine or cylinder capacity of five (5) rounds; and
      5. Be "drop safe"

   c. Ammunition must be factory loaded and approved by the Firearms Staff.

   d. All weapons carried under the authority of the Carmel Police Department must be in a department approved holster.

   e. No handgun, whether department or personally owned, will be displayed in a manner that would draw undue attention to the officer when not in uniform.

   f. Officers carrying a weapon under the authority of the Carmel Police Department, on or off-duty, shall be in possession of their Department credentials (shield and photo I.D.). If an officer is wearing a handgun for official police business but in plain clothes (i.e., court, training, call-out) and the handgun is not concealed, the shield must be displayed in an obvious location such as on the belt or on a neck chain. This does not apply to officers working in an undercover capacity.

B. All weapons shall be inspected by a certified armorer prior to approval for use by officers in the performance of their official duties.

1. Department owned weapons will be inspected by a certified armorer after receipt and prior to issuance to officers.

2. An official record will be generated at that time for all approved weapons. This record will include but not be limited to:

    - make
    - model
    - serial number
    - caliber
    - the officer issued the weapon
    - who issued the weapon
    - a complete service history of the weapon

3. All weapons that have been approved for use shall maintain their original factory specifications unless specifically authorized by a department armorer. All changes and repairs shall be documented in weapons official record.

4. All weapons shall be inspected when returned to the armory for any reason (repair, termination, retirement etc.) and again prior to re-issuance.

5. All weapons will be inspected annually by a certified Armorer for any defects. A weapon that is not in proper working order will be replaced immediately by the Armorer. The officer will be issued an "inventory weapon" at that time. The Armorer will document the needed repair on the weapon inventory card located at the Carmel Police Department Range. The weapon will be stored at the Carmel Police Department armory and the repair request will be forwarded to the Carmel Police Department Range master. The repair request will be available on the "On-Line Information Center".

C. Weapon Storage

All issued weapons shall be secured in a safe location when not in the direct control of the officer. The department issues a gun lock for the safe storage of each issued weapon. Included in the officers' training will be instruction on the proper use of the gun lock as well as other alternatives such as gun safes, lock boxes etc.

1. Weapon Storage in Residences: All officers are encouraged to make certain that all weapons are stored in a safe and secure manner, away from unauthorized, untrained or children's access. Ammunition should also be stored in a safe location, preferably separate from the weapon.

2. Weapon Storage in Vehicles: All officers shall make certain that all weapons are stored in a safe and secure manner in their department issued vehicles. Officers shall use their vehicle weapon rack, a lock box, or a trunk vault.

    a. If an officer is not issued a trunk vault, weapon rack, or lock box, the officer shall ensure that weapons stored in the vehicle meet the following criteria:
        i. Outside the view of the vehicle windows

ii. In a manner that reduces the risk of theft during a potential vehicle break- in the vehicle trunk and under the steel shelf.

b. If an officer is not able to store weapons in their vehicle meeting the above criteria, the officer shall:
   i. store their weapons inside their residence as outlined above in GO 4.1.11 C(1).
   ii. Receive direction from their division commander who shall weigh the officer's current vehicle assignment.

c. If an officer is unable to store weapons at home or securely in their assigned vehicle, then they should notify their supervisor to make arrangements to have the weapons stored securely at CPD.

4.1.12 Demonstration of Proficiency with Weapons

A. Only officers who demonstrate proficiency in the use of department authorized weapons (lethal and less lethal) will be approved to carry such weapons. Authorized weapons include impact tools, O.C. Spray, Chemical Agents, Handgun (issued and off duty), shotguns, semi-automatic rifles (UPR), sub-machine guns, Tasers and bolt action rifles.

B. Demonstrated proficiency includes:

1. Achieving a minimum qualifying score on all prescribed courses.

2. Attaining and demonstrating knowledge of the laws concerning the use of authorized weapons.

3. Attaining and demonstrating a knowledge of department policies on the use of force, escalating/de-escalating force and deadly force; and

4. Being familiar with the safe handling procedures for the use of these weapons.

C. Training/proficiency courses, including qualification courses, shall be approved by the training staff and conducted by a certified instructor at least annually. All weapons training will be documented. Annual training shall include all lethal and less lethal weapons approved for use.

D. Officers absent during a qualification course shall qualify as soon as practical at the direction of the lead Firearms Instructor or Range Master.

1. When an officer fails to qualify with a department issued pistol on their first attempt, they will immediately be given a second opportunity. If the officer fails the second attempt, he/she will be immediately provided remedial instruction and provided a third qualification opportunity. If the officer fails to qualify on their third attempt, they are required to attend formal remedial firearms training at the earliest possible opportunity. The lead firearms instructor will notify the Special Operations Division Commander of the situation. Upon notification the Special Operations Division Commander, in cooperation with Staff, will make a determination regarding the officer's duty status and notify the officer.

E. If after remedial training and additional attempts to qualify the participant still does not achieve a passing score; a report will be generated by the lead Firearms Instructor. The report will include:

1. A review of the factors which may have contributed to or caused the participant's failure to qualify, including a check of the weapon.

2. Document any subsequent attempts to qualify, the remedial training that the participant was given and the results of both.

3. The lead Firearms Instructors recommendations.

The report will be sent to the Special Operations Division Commander for review and then sent to the Chief of Police. The Chief of Police will then decide, document and direct the appropriate action(s) to be taken.

F. Officers who fail to qualify with a patrol rifle, shotgun, off-duty handgun, specialized firearm (SWAT) or less lethal weapon will not be permitted to carry that weapon until they have properly qualified. The officer will continue working in a normal duty status, without carrying the specialized weapon. Remedial training will be set up at the earliest time with the lead Firearms Instructor. If after remedial training and additional attempts at qualification the participant still fails to qualify, a report will be generated by the lead Firearms Instructor. The report will follow the same structure as listed above in section E. The final decision on the officer's status to carry the weapon will be with the Chief of Police.

G. Attainment of proficiency shall be documented and retained for a period not to exceed one (1) year beyond the officer's last day of employment or as required by law.

4.1.13 Restraining Devices

POLICY STATEMENT

It is the policy of the Carmel Police Department to utilize restraints in a manner that will adequately provide for the safety and security of the detainee, officers, and the general public.

DEFINITIONS

Leg Shackles: Commercially produced chain link type cuff, designed to be placed around the ankles.

Disposable Flex Cuffs: Commercially produced plastic flexible band cuff with one-way locking system.

Handcuffs: Commercially produced chain link or hinged-type cuff, designed to be placed around the wrist and capable of being double locked.

Transport Belt: Commercially produced heavy-duty leather waist belt with a metal restraining ring for use with handcuffs.

RESTRAINING DEVICES

A. Handcuffs

1. Handcuffs shall be used in situations to include, but not limited to:
   a. Restricting the movement of a person placed under arrest.
   b. Transporting a detainee.
   c. Immobilizing a violent or mentally disturbed person.
   d. At the officer's discretion due to officer safety concerns.

2. Detainees should be handcuffed with their hands behind their back. Under the following circumstances, detainees may be handcuffed with their hands positioned in the front of their body:
   a. Physically incapable of placing hands behind their back.
   b. Physically challenged
   c. Sick or injured to the extent that placing hands behind their back would be impractical
   d. Restrained by use of the transport belt

3. Handcuffs should be double locked

4. Detainees should never be handcuffed to a fixed part of any transport vehicle.

B. Leg Shackles

Leg Shackles may be used on detainees who pose a security risk, are believed to be violent or any other transport/circumstance at the officer's discretion.

C. Disposable Flex Cuffs

Disposable flex cuffs may be used during emergencies, mass arrest situations, or SWAT operations

D. The use of four-point restraints, also known as the "hog tie" restraint, is prohibited

4.1.14 Written Directives Issued

All personnel authorized to carry weapons will be issued copies of and be instructed in the policies and procedures described in General Order 4 and 4.1 before being authorized to carry a weapon. Training and distribution will be documented.

4.1.15 Retiree Firearms Proficiency Certificates

I. PURPOSE

This directive governs the procedures for providing eligible retiring members of the Carmel Police Department with credentials identifying the retiree as honorably/qualified retired, and for issuing the retiree a firearms proficiency certificate.

II. POLICY

Upon retirement, sworn members of the Carmel Police Department who meet the requirements of this directive may be issued a Firearms Proficiency Certificate and an identification card that identifies the retiring member as honorably retired. It is the responsibility of the retired officer to ensure that he is in compliance with all applicable laws when carrying a firearm. The authority of a retired officer to carry firearms does not provide the retiree with arrest authority. Further, the Department accepts no liability for the conduct of the retiree.

III. PROCEDURES

A. Eligibility

Sworn members of the Carmel Police Department are eligible to receive a Firearms Proficiency Certificate and an identification card indicating that the member is honorably retired when each of the following conditions is satisfied:

1. The member retires in good standing as a sworn officer with the Carmel Police Department.

2. The member has not less than a total of 10 years of service as a sworn officer with one or more state or local law enforcement agencies.

3. The member has no psychological or physical disabilities that would interfere with proper handling of a handgun.

B. Retirement Processing

1. Eligible retiring members should submit the following items to the Chief of Police via their Division Commander prior to their retirement date:

a. Memorandum requesting issuance of a Firearms Proficiency Certificate and "retired" identification card.

b. Signed Release of Liability and Waiver of Claims for use of range.

c. A copy of their letter from the PERF designating them as "Eligible to Retire" as of the date they separate from service with the City of Carmel.

2. The Division Commander will review the above documents and then forward the documents to the Chief of Police or his designee for review and approval. Once approved, an identification card designating the member as “retired" will be authorized by the Chief of Police and issued to the retiring member. The retiring member will also be provided with written authorization to complete a firearms qualification for the purpose of obtaining a Firearms Proficiency Certificate.

3. The retiring member will then contact the Officer in charge of training to schedule a firearms qualification.

4. The retiring member will complete the Department's firearms qualification course under the supervision of a department firearms instructor. Upon successful completion of the course of fire, the supervising firearms instructor will complete a Firearms Proficiency Certificate and provide it to the retiring member. The firearms unit will maintain a file containing a copy of the retiring member's range score sheet and a copy of the firearms proficiency certificate issued to the retiring member. The retiring member shall supply the weapon intended for use.

5. The Chief's Office will maintain a file for each retired member of the Department who obtains an identification card designating the retiree as "retired". This file will contain those documents submitted by the retiree under Section III.B.1. (a) through (c).

C. Post-Retirement Processing

1. Each Firearms Proficiency Certificate issued to a retiring member will expire 12 months after the date of issuance. A retired member who desires to maintain a valid Firearms Proficiency Certificate must satisfactorily complete the Department's current handgun qualification course at intervals of 12 months or less.

2. To obtain a renewal Firearms Proficiency Certificate, the retired member will contact the Training Division to schedule a firearms qualification. The qualification course being utilized by the department at the time will be the course of fire. The qualification will take place during normal operating hours.

3. Upon the successful completion of the prescribed course of fire, the Department Firearms Instructor conducting the qualification will complete a new Firearms Proficiency Certificate. The Training Unit will maintain a record of all certificates.

4. A retired member whose Firearms Proficiency Certificate expires may not be issued a renewal certificate until the retired member successfully completes a firearms qualification as required above.

D. Failure to Qualify with Firearms

1. A retiring member or retiree who does not successfully complete the prescribed course of fire will be allowed, if time and scheduling permits, two additional opportunities to qualify on the same date as the initial attempt.

2. A retired member who does not successfully complete the initial or subsequent attempts to qualify must reschedule any further attempts not less than 30 days from the date of the initial attempt.

E. Denial of Firearms Proficiency Certificate

An identification card designating a retired member as "honorably/qualified retired" or a firearms Proficiency Certificate may be denied in the following circumstances:

1. The member resigns or retires before the final disposition of allegations of serious misconduct, and the investigation indicates that the member committed the serious misconduct alleged. The term "serious misconduct" includes misconduct that involves criminal conduct (other than traffic violations), or which could subject the member to a substantial suspension.

2. The member has been terminated.

3. The member fails to satisfactorily complete an initial or subsequent firearm qualification.

4. The member fails to submit any required documents as listed above.

5. The member has a mental or physical disability that would impair the member's proper handling of a handgun.

6. The Chief of Police retains the discretion to deny issuance of such identification cards or firearms proficiency certificate in any circumstance where it would not be in the best interests of the Department, the public, or the requesting member.

F. Out of State retirees

1. Qualified retirees from law enforcement agencies outside of Indiana who want to obtain a Firearms Proficiency Certificate from the Carmel Police Department must:

   a. provides an official “retired” identification card from their home agency.

   b. provides their own weapon and ammunition for the qualification.

   c. successfully completes a course of fire as directed by the firearms training officer.

City of Carmel
State of Indiana

Firearms Proficiency Verification Card

This certifies that [redacted] has achieved a passing score on the firearms proficiency course established by the Carmel Police Department Training Division.

In issuing this card, the City of Carmel, Carmel Police Department and the undersigned make no representation as to the current status of the named person as an active or retired law enforcement officer acting in accordance with the provisions of the Law Enforcement Officer Safety Act of 2004. That determination should be made at the time of encounter with the person presenting this card.

Range Instructor: [redacted]

Qualification Date: [redacted]