

A. PURPOSE. To provide procedures regarding the use of firearms by sworn members of the Grand Rapids Police Department.

B. USE OF FORCE. The Grand Rapids Police Department recognizes and respects the value of human life. On occasion, officers are faced with situations that, to protect themselves or others, require a reasonable amount of force to overcome and control the resistance of a subject or subjects. That reasonable amount of force may include the use of deadly force. Deadly force is that force which potentially could cause serious bodily injury or death. Officers of the Grand Rapids Police Department are authorized to use deadly force as set forth in this procedure.

C. PROCEDURE

1. Deadly Force Applications

- a. Officers may discharge a firearm in connection with the performance of their official police duties to:
 - (1) Defend against a reasonable threat of death or serious bodily injury to himself/herself.
 - (2) Defend against a reasonable threat of death or serious bodily injury to another officer or citizen.
 - (3) Prevent the escape of a subject who is fleeing from an inherently violent felony crime, when the officer has probable cause to believe that the subject poses a reasonable threat of death or serious bodily injury to the officer or others.
- b. Officers may use a firearm to deliver deadly force to stop an animal that presents a reasonable threat of death or serious bodily injury to themselves, another officer, or citizen.
- c. Officers may only use a firearm at a moving vehicle or its occupants when the vehicle presents a reasonable threat of death or serious bodily injury to themselves, another officer, or others.
- d. Prohibited uses of deadly force:
 - (1) Officers shall not position themselves in front of an oncoming vehicle with the sole intent of justifying the use of deadly force.
 - (2) Warning shots are prohibited.

2. Officers may draw and display weapons only:
 - a. When there is fear for the safety of the officer or the safety of others.
 - b. For inspections and authorized training exercises.
 - c. As authorized by other Department Procedures, Orders, or proper authority.
3. Safety Practices
 - a. Safe handling of Department authorized firearms is required by all officers while acting within the scope and course of their duties, and while exercising their option to carry a firearm off-duty.
 - b. Officers will ensure that Department authorized firearms are properly secured while not in use.
 - c. At Police facilities, unless otherwise directed by a Firearms Instructor, all pistols shall be loaded and unloaded at designated loading stations only.
4. Humane disposal of injured animals
 - a. Officers must obtain supervisory approval prior to using a firearm to dispose of an injured animal.
 - b. Officers must be certain of their surroundings and the safety of anyone in the area.
 - c. Officers who use a firearm to dispose of an injured animal must complete an incident report titled “Humane disposal of animal”.
 - d. A supervisor should respond to the scene.
 - e. The City of Grand Rapids Streets and Sanitation should be contacted for the removal of animal carcasses.
5. Discharge of Firearms
 - a. Officers, upon discharging their weapon, shall:
 - (1) Notify Dispatch and responding units of:

- (a) Their unit number and location.
 - (b) The status of officer(s) involved.
 - (c) The status of the suspect(s).
 - (d) The area of the “killzone.”
 - (e) Safe approach route.
 - (f) Where to establish the perimeter.
- (2) Render assistance to the injured.
 - (3) Effect the arrest of the suspect.
 - (4) Remain on scene until relieved by the Officer in Charge (O.I.C.)
 - (5) Locate, identify, and separate witnesses.
 - (6) Control the crime scene and protect the evidence.
 - (7) Notify the OIC and provide a Public Safety Statement. The Public Safety Statement is a brief synopsis of the circumstances intended to stabilize the crisis phase that shall include:
 - (a) Location of evidence and witnesses.
 - (b) Clarification of who fired.
 - (c) Direction firearms were discharged.
 - (d) If there were injuries.
 - (e) Any armed or dangerous suspect(s) still unaccounted for.
 - (8) Complete a Use of Force Report. The report shall be forwarded to the Internal Affairs Unit whenever said officer discharges a firearm apart from authorized range training and humane disposal of injured animals.

- (9) If the discharge of a firearm involves a death or serious injury, the officer(s) involved will complete the Incident Report and Use of Force report at a time decided upon by the Chief of Police.
- b. Supervisors responding to an incident where an officer has discharged their weapon shall:
- (1) Identify themselves as the OIC and take control.
 - (2) Dedicate a radio frequency.
 - (3) Clarify and re-broadcast information.
 - (4) Render assistance to the injured and consider the medical needs of the officer(s).
 - (5) Ensure that the Officer(s) involved in the deadly force confrontation are examined on-scene by paramedics or other medical personnel.
 - (6) Effect the arrest of the suspect.
 - (7) Obtain a Public Safety Statement.
 - (8) Locate, identify, and separate witnesses.
 - (9) Assign a companion officer.
 - (10) Assign each victim/suspect a custody officer.
 - (11) Control the crime scene and protect the evidence, including all in-car video and audio from all responding units.
 - (12) Determine the status of all firearms on scene to determine the number of rounds fired or not fired.
 - (13) Notify the Watch Commander with incident information and request for appropriate notifications.
 - (14) Request additional resources (i.e., Forensic Services, medical,).

- (15) Ensure that fired weapons are holstered and retained by the officer(s) (generally such weapons will be collected in a tactically safe manner away from the scene and out of public view by the on-scene supervisor when injury or death has occurred). Shotguns, rifles and/or other weapons shall be secured in the companion officer's trunk and protected as evidence. The companion officer will then be responsible for collecting any of these weapons and tagging them in as evidence. Consider utilizing F.S.U. services if available.
 - (16) Ensure that involved officer(s) are transported as soon as practical to a suitable location for follow-up investigation and documentation.
 - (17) Follow the Critical Incident Response Procedure (7.1).
 - (18) Thoroughly investigate the incident and submit a complete follow-up incident report.
 - (19) Handle media requests.
 - (a) Consider a media briefing point.
 - (b) Refer media requests to the PIO.
 - (20) Brief Incident Commander.
 - (21) Brief Michigan State Police OIS team.
- c. Watch Commander shall:
- (1) Contact necessary Command Staff following the notification matrix.
 - (2) Notify the Internal Affairs Unit.
 - (3) Request Michigan State Police OIS team response.
- d. Unintentional discharges during training exercises will be handled at the discretion of the assigned range officer (i.e., additional training on the line, forward to Service Area/Unit Commander/IAU, etc.).

e. Unintentional discharges while on duty.

- (1) Officers are required to complete a Use of Force Report.
- (2) Officers shall notify his/her immediate supervisor, who in turn shall notify their service area or unit commander.
- (3) The service area or unit commander shall immediately instruct the officer involved that their authority to carry any authorized firearm is revoked, until it is determined that the firearm is functioning properly, and the officer's practical knowledge of the firearm has been demonstrated.

6. Duties of the Internal Affairs Unit

- a. The Internal Affairs Unit commander or designee shall respond to the scene of an officer involved shooting upon the direction of the Chief of Police.
- b. The Internal Affairs Unit commander or designee will conduct a thorough administrative investigation of all firearms discharges by Police Department employees.
- c. The Internal Affairs Unit commander shall report to the Chief of Police with recommendations on the duty status for officers involved in firearms discharges.

7. Required Equipment. Officers shall only:

- a. Carry and/or use that equipment for which he/she is trained or certified in its use.
- b. Use approved and/or issued equipment, firearms, and ammunition.

8. Authorized Firearms

- a. The Department's primary issued firearm is the Glock Model 17, 9mm, semi-automatic pistol. Officers also have the option of carrying an approved Glock Model 45 (Gen 5) MOS equipped with an approved Pistol Mounted Optic (PMO) as their primary firearm after they are approved by the Training Unit Commander and have passed the PMO orientation training and qualification. The Glock Model 26, a 9mm semi-automatic pistol may be issued to plainclothes officers as authorized by the Chief of Police. Officer working in a plainclothes

capacity also have the option of carrying an approved Glock Model 26 (Gen 5) MOS equipped with a PMO during their assignment after they are approved by the Training Unit Commander and have passed the PMO orientation training and qualification. Department issued firearm shall be carried while on duty. Any exceptions to the requirements below must be authorized by the Chief of Police.

- (1) Uniformed officers shall carry their primary firearm:
 - (a) Secured in their Department issued holster on their duty belt.
 - (b) Loaded to capacity.
 - (c) With 2 fully loaded spare magazines.
 - (d) With light source attached and operational.
- (2) Plainclothes officers shall carry their firearm:
 - (a) Secured in Department issued holster except as needed during certain covert operations that may dictate how the firearm should be carried. The method used to carry the firearm must be authorized by the responsible supervisor or be an approved method authorized by the Chief of Police.
 - (b) Badge shall be displayed on the belt next to the firearm or worn around the neck on an authorized necklace.
 - (c) Loaded to capacity.
 - (d) With at least one fully loaded spare magazine.
- (3) Officers are authorized to carry a department issued firearm off-duty.
- (4) Officers shall not carry any firearm *or any other weapon* including baton, knives, ASR, ECD, etc., when:
 - (a) In restricted areas of the Kent County Correctional Facility, Kent County Juvenile Detention, mental health facilities, etc.
 - (1) Prior to entering a restricted area, weapons must be properly secured in a locker or gun box.

- (2) When a locker or gun box is not available, weapons shall be secured in the trunk of the patrol/unmarked vehicle, with the ignition keys secured by the officer and the passenger compartment locked.
 - (3) An exception may occur when exigent circumstances exist.
- (b) The officer failed to pass a firearms proficiency course with the weapon.
 - (c) Ordered by the Chief of Police.
 - (d) Suspended from duty.
 - (e) When judgment is impaired by the influence of alcohol, or a controlled substance.
- b. Officers shall not loan their Department authorized firearm to another officer or another person and may not possess the Department authorized weapon of another officer on or off-duty, unless:
- (1) It is for authorized training demonstration purposes.
 - (2) Exigent circumstances exist.

9. Secondary Firearm

- a. Officers may be authorized to carry a secondary, personal firearm for possession on-duty in addition to their primary firearm, provided that the firearm is inspected by an authorized Department firearm instructor and:
 - (1) The firearm is a semi-auto pistol or revolver with a minimum capacity of five rounds.
 - (2) The officer complies with Department guidelines for safe operation and carries the firearm in an approved secure manner.
 - (3) The officer successfully passes an annual firearms proficiency course with the firearm.
 - (4) The officer carries the weapon on-duty in an approved manner.

b. Secondary Firearm Qualification Procedure

- (1) Officers desiring to carry a secondary firearm on-duty shall contact the Training Unit Range staff to:
 - (a) Determine if the firearm and ammunition meet specifications.
 - (b) To schedule a date and time for firearm(s) inspection and completing the firearms proficiency course.
- (2) Once an officer has passed the proficiency course, the firearm instructor shall forward the appropriate information to the Training Unit commander for review.
- (3) Records of the firearms proficiency course will be maintained by the Training Unit.
- (4) Upon successful completion of the proficiency course, officers shall be considered valid for one year from the date of qualification.

10. Shotguns. Only Department authorized shotguns shall be utilized.

a. Each marked patrol unit shall be equipped with a shotgun.

- (1) Each marked utility patrol vehicle shall be equipped with a shotgun and patrol rifle mount. When officers leave the immediate vicinity of their vehicle, they shall remove the ignition key and lock the doors.
- (2) The officer is responsible for inspecting the patrol vehicle shotgun to ensure it is in good working order at the beginning and end of each tour of duty.
- (3) Accountability and inspections require the officer to inspect the number on the shotgun at the beginning of the shift to compare for accuracy with the "P" number of the patrol vehicle. If the two do not match, a written notification indicating such shall be immediately forwarded to the Training Unit commander.
- (4) Any shotgun found to be defective or in need of repair shall be placed in the motor pool security locker with the action open and safety on, accompanied by a written notification explaining the service required to the Training Unit commander.

- (5) Two spare shotguns are maintained in the locker as replacements.
- b. Officers shall load and unload shotguns in the motor pool at the beginning and end of their tour of duty.
- c. Shotguns shall be loaded with 4 rounds of Federal Tactical “00 buckshot” in the magazine tube with the safety in the safe position, chamber empty and the slide locked closed. No round will be chambered unless the immediate deployment of the shotgun is deemed reasonable.
- d. The “side-shell” carrier will be loaded with an additional 6 rounds of Federal Tactical “00 buckshot”.
 - (1) Exceptions:
 - (a) Less lethal options during Mobile Field Force.
 - (b) Tactical deployment by the tactical team.
 - (c) Authorized training exercises.
 - (d) As directed by a supervisor.

11. Patrol Rifle. Only Department authorized patrol rifles shall be utilized.

- a. Each marked Utility patrol unit shall be equipped with a rifle.
 - (1) The officer is responsible for inspecting the patrol vehicle rifle to ensure it is in good working order at the beginning and end of each tour of duty.
 - (2) Accountability and inspections require the officer to inspect the number on the rifle at the beginning of the shift to compare for accuracy with the “P” number of the patrol vehicle. If the two do not match, a written notification indicating such shall be immediately forwarded to the Training Unit commander.
 - (3) Any rifle found to be defective or in need of repair shall be placed in the motor pool security locker with the action open and safety on, accompanied by a written notification explaining the service required to the Training Unit commander.

- (4) Two spare rifles are maintained in the locker as replacements.
- b. Officers shall load and unload rifles in the motor pool at the beginning and end of their tour of duty.
 - c. Rifles shall be:
 - (1) Loaded with one magazine containing 20 rounds of approved ammunition with the safety in the safe position, chamber empty. No round will be chambered unless the immediate deployment of the rifle is deemed reasonable.
 - (2) Equipped with a sling system suitable for tactical deployment where the weapon may be retained “hands free” yet ready for immediate use.
 - (3) Equipped with an approved picatinny forearm rail system that will accept a department approved light source to be provided by the operator.
 - d. Patrol rifle deployment is recommended when the following conditions are identified:
 - (1) Any potentially dangerous/deadly force situation when the officer has reason to believe that deployment of the patrol rifle will contribute to the safe resolution of the incident or diminish risk to the officer or the public.
 - (2) The officer is assigned as a member of a Rapid Deployment team.
 - (3) The officer is assigned as a cover officer on perimeter security, containment team, or member during a tactical operation.
 - (4) The officer has cause to believe that an armed offender is wearing body armor or is shielded by an intervening barrier.
 - (5) The officer has cause to believe that an offender may be engaged at an extended distance.
 - e. Only issued or approved accessories may be utilized with the patrol rifle.

12. Light Sources. Only department authorized light sources will be approved for use on department issued firearms.

a. Patrol shotgun.

- (1) Officers will be responsible for providing their own light source and batteries if they choose for the patrol shotgun.
- (2) A list of approved light sources will be maintained by the Training Unit.
- (3) ***Any light source designated for use on the patrol shotgun is strictly prohibited from being used on the officer's assigned handgun, except for handguns specifically assigned to SRT personnel.***
- (4) Officers shall deploy with the assigned patrol shotgun and light source as trained and as authorized by MOP Section 9-2 (Firearms). Use of the light source in any other manner is strictly prohibited.

b. Handguns and patrol rifles

- (1) Only department issued light sources will be utilized on department issued handguns and patrol rifles.
- (2) The issued light source shall always be in operational condition and remain attached to the handgun and patrol rifle.
- (3) The use of the light source outside the justified display of the handgun or patrol rifle is strictly prohibited.

13. Special Weapons. Only Department authorized rifles, carbines and/or other designated "special" weapons or tactical weapons will be possessed, carried, or used by officers upon their documented successful completion of authorized training requirements.

- a. The Special Response Team commander is responsible for the training, maintenance, and storage of their special weapons.

- b. The Training Unit will be responsible for the training, storage, and maintenance of special weapons not assigned to the Special Response Team.
- c. Other Units authorized by the Office of the Chief of Police to utilize “special weapons” must contact the Training Unit for training and deployment.

14. Off-Duty Firearms

- a. Sworn officers are authorized, but not required, to carry a firearm off-duty with the following stipulations:
 - (1) The firearm complies with State and Federal Law(s).
 - (2) The firearm(s) are inspected by an authorized Department firearm instructor and comply with Department guidelines for safe operation.
 - (3) The officer has successfully passed the annual firearms proficiency course with the firearm.
 - (4) Officers are in possession of a department identification card and badge.
 - (5) The firearm is concealed except when exigent circumstances exist.
- b. Probationary officers must have successfully completed all required firearms qualifications and taken the Oath of Office to qualify for off-duty carrying of firearms.
- c. Off-Duty Firearm Qualification Procedure.
 - (1) Officers desiring to carry a firearm off-duty shall contact the Training Unit Range staff to:
 - (a) Determine if the firearm and ammunition meet specifications.
 - (b) Schedule a date and time for firearm(s) inspection and the firearms proficiency course.

- (2) Once the officer has passed the proficiency course, the firearm instructor shall forward the appropriate information to the Training Unit commander for review.
 - (3) Records of the firearms proficiency course will be maintained by the Training Unit.
- d. Off-duty officers may have to take enforcement action if they witness an incident, which requires professional police services with the intent of protecting life or property and is consistent with State statutes when outside our jurisdiction.
- (1) Immediate police action should only be taken when time is critical and when the action will safeguard life or property, or prevent the escape of a dangerous criminal.
 - (2) When an incident does not require immediate police action, the incident will promptly be reported to the appropriate jurisdiction.
 - (3) Officers are encouraged to carefully evaluate circumstances prior to acting, with limited information and resources. The best course of action may be to delay action until such time when it is safe to assist in an organized response to the incident.
 - (4) Officers are considered on-duty when enforcement action is taken. Subsequently, all Departmental Orders, Procedures, and Professional Conduct must be followed.
 - (5) Officers shall promptly report off-duty enforcement action to an on-duty supervisor.

15. Ammunition. All ammunition carried on-duty or in an off-duty firearm, must be of a type issued or approved by the Training Unit commander or designee and shall not be altered in any way.

D. FIREARM MAINTENANCE

1. Officers shall be responsible for the cleanliness, safety, and proper functioning of their firearms.
2. Safe loading stations will be placed in designated locations throughout police facilities and maintained by the Training Unit.

3. Any loading or unloading of Department authorized firearms, personal firearms, or confiscated firearms at any of the above-mentioned locations shall be conducted with the muzzle pointed into the safe loading station with the exceptions of:
 - a. Patrol vehicle shotguns and rifles.
 - b. Rendering seized/recovered weapons safe during field operations.
 - c. Special weapons during field operations.
4. Officers shall NOT modify any issued Departmental firearm.
5. Repairs and adjustments on any issued Departmental firearm shall only be conducted by a certified Training Unit range armorer.
6. A spare primary firearm shall be in the Watch Commander's Office. If an officer's firearm is not in working order and cannot be immediately repaired, the spare shall be assigned to that officer. This shall be issued by the Service Area/Unit Commander or designee.
7. Shotguns and patrol rifles shall be secured in the motor pool security locker with the action open and safety on when the vehicle is to undergo extended service or service at a facility where the weapon may be mistreated or in jeopardy.

E. INSPECTIONS

1. All officers shall produce any Department authorized firearm to supervisors or certified range officers for inspection at any time upon request.
 - a. Department issued firearms found to be unsafe or in need of repair, will be forwarded immediately to Training Unit armorers and accompanied by written notification listing make, model, and serial number, how the weapon was damaged, and what repairs need to be done.
 - b. Authorized personal weapons for secondary or off-duty carry that are found to be unsafe or in need of repair will no longer be authorized for carry.
 - (1) Officers are responsible to have personal weapons repaired or replaced at their cost.

- (2) Upon completion of any repair or replacement, officers shall be required to have said weapon reinspected by authorized Range Personnel and may be required to complete and pass the firearms proficiency course with that weapon.
2. The Training Unit commander shall require each patrol vehicle shotgun and rifle to be inspected every 120 days to determine its serviceability and its proper location. A report shall then be forwarded to the Support Services Division commander.

F. FIREARMS RANGE

1. Departmental Use

- a. Officers of the Department are allowed to use Department range facilities for training only and when supervised by designated firearms instructors.
- b. All employees shall **Obey All Safety Rules** and immediately obey all directions of the range personnel. Failure to do so shall result in disciplinary action.
- c. General Range Safety Rules and any special rules shall be posted at the outdoor pistol range.

2. Use of Range by Outside Agencies

- a. An outside agency or group using the Grand Rapids Police Department Range shall be required to operate under the safety rules established by the Grand Rapids Police Department.
- b. Use is contingent upon the authorization of the Chief of Police.
- c. An authorized firearms instructor must always be present to supervise firearms training.

G. FIREARMS TRAINING

1. Responsibility

- a. Authorization to carry a firearm on duty is contingent upon the employee being proficient with that firearm. Such proficiency is a fundamental and mandatory element of fitness for duty.

- b. The Training Unit commander or his/her designee will have the responsibility for establishing training, firearms proficiency courses, and schedules for full and light-duty personnel and for bicycle patrol officers.
- c. The Training Unit commander or his/her designee shall be responsible for scheduling all regular, supplemental, and skill reinforcement firearms training. This will be done in coordination with the officer's service area/unit commander.
- d. Officers are encouraged to seek additional firearms instruction by submitting a written request to the Training Unit commander. Firearms range officers are available for individual coaching and instruction.

2. Frequency

- a. Officers shall be required to train and pass the firearms proficiency course with their primary firearm, rifle, and shotgun at least semi-annually at the firearms range. Safety, proper technique, accuracy, decision-making, and time management are the goals of firearms training.
 - (1) Courses of fire will emphasize both full and low light shooting. These courses may include, but not be limited to, the use of various types of equipment, simulated shooting techniques, and classroom instruction.
 - (2) Firearms proficiency courses will be scored pass or fail.
- b. Initial firearms proficiency courses for bike patrol officers will be in addition to the requirements to pass the regular firearms proficiency courses as an officer of the Grand Rapids Police Department. Firearms proficiency courses will be established by the Training Unit commander or their designee and will be designed around the specific abilities of the officer on bike patrol.
- c. Any officer needing to be excused from a block of training shall submit a written request to the Training Unit commander as soon as reasonably possible.
- d. Firearms proficiency courses shall be provided for all authorized firearms including primary service firearms, secondary personal

firearms, off-duty firearms, shotguns, rifles and special purpose weapons. Officers shall be required to pass a firearms proficiency course with their secondary and off-duty firearms at least once each year. Failure to pass the proficiency course with a secondary or off-duty firearm shall result in that officer being prohibited from carrying that firearm until they pass the designated course. No disciplinary action shall be brought forth for failing to pass the firearms proficiency course with the secondary or off-duty firearm.

- e. Any officer who, due to an extended leave of absence, fails to complete a semi-annual firearms proficiency course shall be required to pass a firearms proficiency course with his/her primary, secondary, and off-duty firearm and shotgun and rifle prior to returning to duty.
- f. Any officer who has received an injury that may impair his/her ability or proficiency with a firearm shall be required to pass a firearms proficiency course with their primary, secondary and off-duty firearm and shotgun and rifle prior to returning to duty. Discretion regarding the impairment of the injury lies with the Training Unit commander.
- g. Make-up firearms proficiency course testing for those who miss a regularly scheduled date shall be scheduled by the Training Bureau commander or their designee.
- h. If any problems or deficiencies are observed during any firearms training, range personnel are responsible for attempting to make a correction. If a correction cannot be promptly made, range personnel may require the officer to attend skill reinforcement training at a time set forth by the Training Unit commander or their designee.

3. Supplemental Training and Retesting

- a. Officers who fail to pass the firearms proficiency after one attempt with the primary firearm or shotgun loaded with “00” buckshot, or patrol rifle, shall be given supplemental training.
 - (1) The Training Bureau commander or designee will determine the supplemental training needs of the officer in question.
 - (2) Officers shall be relieved of field duties and receive administrative assignments if the deficiency cannot be corrected at the time of training.

- (3) Reasonable attempts will be made to correct deficiencies in a timely manner.
 - (4) If the deficiency cannot be corrected at the time of training, the Deputy Chief of Administration shall assign the officer to administrative positions for a reasonable amount of time to allow additional supplemental training to occur.
 - (5) Officers shall be prohibited from working prior scheduled special events from the date they were relieved of field duties. This will remain in effect until such time that the officer passes the firearms proficiency course.
 - (6) Officers shall be prohibited from carrying any firearm off-duty until such time that the officer passes the firearms proficiency course with their duty firearm. This shall apply even if the officer is able to pass the firearms proficiency course with their off-duty firearm.
- b. Following supplemental training an officer will receive a second attempt at passing the proficiency course. Failure to pass after the second attempt may result in disciplinary action up to and including discharge at the discretion of the Chief of Police.
 - c. Officers who are excused from the regular firearms proficiency course testing while on light duty or if on approved sick leave, must complete and pass the firearms proficiency course within 30 days of returning to duty.
 - d. Officers who fail to pass the firearms proficiency course with their secondary or off-duty firearm shall be prohibited from carrying the firearm until they pass the proficiency course.
 - e. Bicycle patrol officers who fail the initial firearms proficiency course after two attempts, shall be prohibited from being used as a bicycle patrol officer. This will remain in effect until they receive supplemental training and pass the proficiency course. Bicycle patrol officers will not be reassigned to administrative positions. Officers will not be subject to disciplinary action provided there are no safety violations.

H. PROCEDURAL APPLICATION. This Department's Procedure shall not be construed as creation of higher legal standards of safety or care in any sense,

especially with respect to third party claims. Violation of this Procedure will only form the basis for Departmental review and/or sanctions.