



OPERATIONAL MANUAL

OPS-110 – USE OF FORCE

Amends/Supersedes: OPS-110 (03/19/2025)

Date of Issue: 08/11/2025

I. GENERAL

- A. In all situations, officers will apply only that force that is reasonable and necessary to effectively bring an incident under control while protecting the life of the officer or others. The force used to gain control of a situation will be used with restraint and in proportion to the legitimate objective to be achieved. [4.1.1; 26.1.1]
- B. Law enforcement officers are ethically and legally obligated to intervene when an officer observes a fellow officer or public safety professional, regardless of agency affiliation, title, rank, or seniority, violate an individual's constitutional rights by engaging in an unreasonable use of force. See [ADM-217 Duty to Intervene](#). Any law enforcement officer who fails to intervene may be deemed complicit and subject to prosecution under [18 U.S. Code § 242](#) - Deprivation of rights under color of law for failure to intervene to stop the constitutional violation. See also [ADM-210 Standards of Conduct/Disciplinary Action](#), Section II. C. 4.) [1.2.10]
- C. The use of reasonable force may become necessary in situations that cannot otherwise be controlled. When resistance to police action or a threat to human life is encountered, and reasonable alternatives have been exhausted, the amount and type of force may be escalated as reasonably necessary in accordance with the available reasonable force options and stated policy.
- D. In all officer-involved shootings and critical incidents, Police Department personnel shall refer to [OPS-617 Response to Officer Involved Critical Incidents](#).

II. DEFINITIONS

[4.1.2]

- A. *Physical Force*: The application of either lethal or non-lethal force as defined in Sections II. B. and C.
- B. *Lethal Force*: Any use of force reasonably likely to cause death.
- C. *Non-Lethal Force*: Any use of force other than that which is considered lethal force. This includes any physical effort used to control or restrain another or to overcome the resistance of another.
- D. *Reasonably Necessary/Reasonable Belief*: Those actions, based upon the known facts or circumstances, which would normally be expected from a reasonable and prudent law enforcement officer under similar circumstances.
- E. *Less-Lethal Force Philosophy*: A concept of planning and force application, which meets operational objectives, with less potential for causing death or serious physical injury than conventional police tactics. Less lethal options may encompass (but not be limited to) issued items such as O.C. Spray/Fogger, Electronic Control Device (ECD), ASP baton, and other less lethal munitions (See also: [ADM-510 Weapons](#))
- F. *Reasonable Force Options*: A training model/philosophy that supports the progressive and reasonable escalation of officer-applied force in proportional response to the actions and level of resistance offered by a given subject. Such a response may progress from the officer's actual physical presence at the scene to the application of lethal force. The level of response is based on the situation encountered at the scene and the actions of the subject in response to the officer's commands and actions at a given instance.
- G. *Serious Physical Injury*: An injury that creates a substantial risk of death, serious and protracted disfigurement, or impairment of the function of any bodily organ or limb.



- H. *Significant Threat to Human Life*: Any action or application of force that might ultimately result in the loss of life.
- I. *Spontaneous Impact Weapon*: Any object used impulsively as an impact weapon in place of an issued impact weapon due to the critical nature of the situation.
- J. *Electronic Control Device (ECD)*: A less than lethal force option designed to disrupt a subject's central nervous system by means of deploying electrical energy sufficient to cause uncontrolled muscle contractions and override an individual's voluntary motor responses. ECDs may go by other specific manufacturers' names and descriptors.
- K. For this policy, the term "officer" shall mean all sworn personnel and those civilian personnel designated to carry a firearm in the performance of their duties, as authorized by the Chief of Police.

III. PROCEDURE

A. Parameters for the Use of Non-Lethal Force

1. De-escalation

All officers who encounter a situation where the possibility of violence or resistance to a lawful arrest is present should, if possible, attempt to defuse the situation by: [4.1.1]

- a. Using clear commands and allowing a reasonable amount of time and opportunity for the subject to comply,
- b. Increasing or decreasing the number of officers present,
- c. Engaging in conversation and listening,
- d. When appropriate, requesting a Crisis Intervention Trained officer per [OPS-645 Mental Disturbance Cases](#).

NOTE: Verbal directions can legally qualify as use of force.

- 2. If a situation escalates beyond the effective use of techniques to defuse the situation, officers are authorized to use department approved compliance techniques in the manner in which they were trained.
- 3. Officers shall modify their level of force relative to the amount of resistance offered by a subject. Officers shall use only that necessary and reasonable force to overcome the resistance or threat. As the subject offers less resistance, the officer shall lower the amount or type of force used. Conversely, if resistance escalates, officers are authorized to respond in accordance with their training in reasonable force options. The force used must be immediately discontinued upon the cessation of the threat or resistance. [4.1.1]
- 4. The use of serious injurious force, including the use of issued defensive weapons such as an ECD, may be employed when an objectively reasonable officer would conclude that the circumstances present a risk of immediate danger that could be mitigated by the use of force. [4.1.1]
 - a. All authorized personal defensive weapons shall be used in the manner prescribed during training.

NOTE: No officer shall employ any agency-authorized weapon before the successful completion of department approved training courses as directed by the Virginia Department of Criminal Justice Services. [4.1.4; 4.3.2]

- b. Officers will only carry and utilize department issued and/or [authorized weapons](#). All weapons carried require authorization by the designated Training section staff. Examples of unauthorized weapons include but are not limited to blackjacks, saps, nunchakus, Kempo sticks, brass knuckles, or weighted gloves.



- c. Officers will not employ carotid control, vascular neck restriction, or chokeholds. [4.1.6, 4.1.7.]
 - d. Officers should avoid the use of flashlights, radios, or any other item not issued specifically as a defensive weapon, as a means of force, except as a spontaneous impact weapon, or when there is reason to believe that imminent threat of death or serious physical injury exists, and no other option is available.
5. Less lethal options may be used when in the officer's opinion, persuasive speech or physical contact controls are insufficient, unsafe or impractical to control or stop a risk of immediate danger that is reasonably likely to be mitigated by such use of force.
- a. Officers shall only employ less lethal options in accordance with recognized training guidelines.
 - b. Less lethal options shall not be deployed in situations where lethal force is warranted without adequate lethal coverage present.
 - c. Less lethal options will not be used to threaten people or elicit information.
 - d. Less lethal options should not be used on people who are properly handcuffed or secured for transportation unless the officer is physically threatened with active aggression by a handcuffed subject and there are no other reasonable force alternatives. During these extreme situations, less lethal options may be used to gain control of the individual.
 - e. Any less lethal option may be utilized against aggressive animals.
 - f. The use of vehicle take-down maneuvers involving the intentional pinning of a target vehicle with law enforcement vehicles is prohibited unless the technique is deployed by task force officers, who have received documented training on the maneuver during task force operations. All procedures and documentation of this technique will occur in accordance with the partner agencies' policies and practices.
6. Chemical Deployment
- a. Individuals contaminated with O.C. spray/fogger shall be sanitized when practical and/or afforded medical treatment, if requested, prior to being transported. [4.1.5]
 - b. When practical, individuals contaminated with O.C. spray/fogger should be removed to an area of uncontaminated air and faced into the wind prior to being transported.
 - c. Under no circumstances will an arrestee, contaminated with O.C. spray/fogger, be placed on their stomach in a "face down" position while being detained, awaiting transportation, or being transported.
 - d. Under no circumstances will an officer make use of a spit sock hood on a person who has been sprayed with O.C.
 - e. After exposing a subject to O.C. spray/fogger, cool water should be used to flush the subject's face and eyes when practical. If the situation should arise to rinse the arrestee's face prior to entering the jail, a hose is available outside of the Newport News Sheriff's Office Booking Area.
 - f. In all situations, if an arrestee should develop severe breathing difficulties or complain of having an adverse reaction to the O.C. spray/fogger at any time while in police custody, they must be transported immediately to the nearest hospital or treated by emergency medical personnel at the scene.
 - g. Precinct officers may deploy the MK-9 fogger on suspects in disorderly crowds if they are committing acts that expose officers and/or the public to serious injury. When feasible, and prior to the discharge of the MK-9 fogger, officers shall give ample verbal warning that they are about to deploy a pepper spray fogger to minimize the possibility of an innocent bystander being exposed. Considerations for the warning shall include the use of amplification equipment, such as a public address system, if available. Additionally, officers should consider other issues such as wind direction, availability of gas masks for police and offenders, warning fellow officers, and availability of egress routes for those who wish to disperse.



- h. O.C. foggers will NEVER be deployed inside a building.
 - i. When deploying the MK-9 fogger, officers should never direct it at a person's face. The fogger should be directed at the lower portion of the body or over the head of the suspects in the disorderly crowd.
7. Electronic Control Device (ECD) (i.e. TASER®, Conducted Electrical Weapon, Stinger®, etc.)
- a. Officers shall not carry or use any ECD until they have successfully completed the department's basic certification class. Qualified officers shall complete department-approved refresher training annually. [4.3.2, 4.3.3]
 - b. ECDs are mandated equipment for all patrol officers and worn while in Class B duty gear.
 - c. Officers will only use authorized department ECDs and corresponding support equipment. This includes but is not limited to battery packs, smart cartridges, and holsters. [4.3.1 (a,b)]
 - d. At the beginning of an officer's work cycle, the officer shall ensure that their assigned ECD is in proper working condition, conducting the complete cycle of the manufacturer-recommended test(s) to check operational readiness (i.e., a spark test, etc.). [4.3.1(c)]
 - e. Any ECD or associated equipment found not to be in proper working order shall be immediately brought to the attention of the supervisor. [4.3.1(d)]
 - f. Under no circumstances shall an officer deploy an ECD when the officer has reason to believe that the subject has a flammable substance on their skin or clothing.
 - g. An ECD shall not be used as a means to stop a fleeing suspect in a less lethal force situation unless the suspect is a violent fleeing felon where failure to stop the subject would pose an imminent safety risk that is reasonably likely to be mitigated by the use of the ECD.
 - h. ECDs will not be used against suspects who are not compliant with police directives and/or offering non-violent physical resistance unless circumstances present a risk of imminent danger that the use of force could mitigate.
 - i. Upon deployment of an ECD, whether it is by probe deployment or drive stun, EMS will be called to the scene to evaluate the subject and provide medical attention. [4.1.5]
 - j. ECD-certified Newport News police officers shall remove a probe from a suspect ONLY if:
 - 1) The probe has not pierced the suspect above the shoulders or a sensitive area (i.e., neck, face, throat, groin, female breast); and,
 - 2) The probe can be easily dislodged and has not broken off in the skin, regardless of the impact site.
 - 3) EMS personnel will evaluate the suspect and advise if further treatment is necessary. If a probe is not removed by an officer or by EMS personnel, and EMS personnel do not transport the subject for medical treatment, the officer deploying the ECD shall be responsible for transporting the subject to the nearest hospital for probe removal.
 - k. Property and evidence collection associated with an ECD deployment is the responsibility of the deploying officer.
 - 1) When the ECD probes have been deployed, the cartridge, probes, wires and AFID(s) will be collected as evidence and submitted to Property and Evidence before the end of the officer's shift per
 - 2) [OPS-485 Property and Evidence](#), regarding biohazards.
 - 3) Digital photographs of the impact area(s) shall be taken after dart removal. In the case of a drive stun(s), photographs shall be taken where the stun(s) was delivered. The deploying officer will ensure that all digital photos are attached to the Use of Force report or event in Axon Standards and that a notation as to the file name/location is made on any subsequent report. (See also: [OPS-485 Property & Evidence](#))



- l. When an ECD has been deployed or when any part of a use of force or critical incident has been captured on an Axon body camera system, the data will be saved into Evidence.com and linked to the Use of Force report. (see [ADM-570 Body-worn Cameras](#))
- m. Any discharges/deployments of an ECD or cartridge resulting from an accident and/or malfunction will be reported to the shift/unit supervisor as soon as possible, and a Use of Force report will be filed, per III.E.

NOTE: Any accidental discharge/deployment that is not associated with a use of force incident does not require completion of a Use of Force report.

- n. Equipment malfunction
 - 1) Any malfunction of an ECD or cartridge other than those resulting in discharge/deployment shall be reported to the shift/unit supervisor as soon as possible.
 - 2) If an Axon camera malfunctions and no replacement camera is available for the officer to wear during their work shift, the ECD shall be carried without the use of the Axon. The officer shall notify their shift/unit supervisor of the inoperative Axon and the fact that there will be no Axon camera footage available.

8. Less-Lethal Munitions

[4.1.4]

- a. Less-lethal projectiles are recognized as impact weapons, delivered from shotguns, 37mm, or 40mm weapon systems. They are extended-range, kinetic energy impact devices. Within the reasonable force options, they are commonly considered to be at the level of "hard impact weapons," where the use of less-lethal projectiles is considered unlikely to cause death or serious physical injury. These weapons may be considered lethal force if intentionally delivered to potentially lethal striking areas (e.g., head, chest, spine, groin, etc.) where probable injury or death may result. [4.3.1(a,b)]
- b. When engaging a target, the officer should evaluate the effectiveness of each round during the volley. Compliance and/or incapacitation are the desired goals, and alternative target areas/responses should be considered when rounds are not effective. Alternative target areas/response considerations will be based on the circumstances the officer is encountering and the established department safety priorities.
- c. It is imperative to remember to wait for the less-lethal round fired to take effect prior to leaving a position of cover. There must be a clear separation of the suspect from their weapon prior to moving in tactically.
- d. Once the suspect is in custody, they must be examined by a medical professional at a hospital. All suspects who are struck by a less-lethal round shall be transported to a medical facility for examination. [4.1.5]

B. Parameters for the Use of Lethal Force

1. An officer may resort to lethal force when necessary to: [4.1.1; 4.1.2]

- a. Protect the officer or another person from what is reasonably believed by the officer to be an immediate threat of death or serious bodily harm.
- b. Prevent the escape of a fleeing felon when the officer has probable cause, and not just mere suspicion, to believe the suspect will pose a significant threat to human life should escape occurs.
- c. Destroy an animal that represents an immediate threat to public safety or as a humanitarian measure where the animal is seriously injured.

NOTE: The use of lethal force shall only be used when there is no other reasonable alternative to counter a threat of a vicious animal. If possible, the officer should use other non-lethal methods, including ECD or O.C. spray and retreating from the threat, before resorting to the use of a firearm.



2. Before using a firearm, police officers shall identify themselves and state their intent to shoot when feasible.
3. Officers shall only draw or display their department-approved firearm when circumstances cause the officer to reasonably believe that it may be necessary to use the weapon (e.g., building searches, confronting armed suspects, felony vehicle stops, etc.). [4.1.2]

NOTE: Exceptions to this procedure are discharging a firearm at or as part of the following: organized shooting matches, authorized range training, legal personal practice and hunting.

C. Restrictions on the Use of Lethal Force

1. Warning shots are prohibited. [4.1.3]
2. Officers shall not fire from a moving vehicle except as a last resort when all other reasonable means have been exhausted, and the officer reasonably believes they must fire in order to protect themselves or others from death or serious injury.
3. Shooting at occupants of moving vehicles is authorized only when a vehicle is operated in a manner deliberately intended to strike an officer or another person, or the vehicle's occupants are actively shooting at an officer or another person, and all other means of defense, including moving out of the path of the vehicle and/or taking immediate cover have been exhausted or are not available, and the officer's actions would not jeopardize the safety of innocent persons.

NOTE: Officers shall remain cognizant of the threat posed by confronting individuals in a moving vehicle and will take appropriate measures to ensure their personal safety, including moving out of the path of the vehicle and/or seeking cover.

4. An officer should not discharge their firearm if it appears that an innocent person may be injured. However, this shall not prohibit the officer from taking such action to protect themselves or others from death or serious injury. Extreme caution must be used so as not to create a new danger while attempting to take this course of action.

D. Use of Force During Investigative Detentions (Terry Stops) [4.1.1]

1. If an officer has a reasonable belief that an individual stopped for an investigative detention (Terry Stop) is armed and/or poses a significant danger to the officer or others, the officer shall be permitted to employ a level of force to protect themselves and to neutralize any potential danger posed by the individual stopped. Such levels of force may include:
 - a. Drawing and/or pointing a firearm at the subject.
 - b. Requiring the subject to exit this vehicle.
 - c. Requiring the subject to lie prone on the ground.
 - d. Restraining the subject (e.g., using handcuffs).
 - e. Placing the subject in a police vehicle during the investigative detention.
 - f. Other measures, such as requiring the subject to place their hands on or behind their head or walk backward towards the officer.
2. The circumstances present at the time must justify the officer's decision to use a level of force during the investigative detention. If the use of force exceeds that which is necessary for the investigative detention, the stop may be deemed a "custodial" detention by the courts. This would mean that the subject was entitled to certain protections (e.g., Miranda warnings) not required during investigative detention, and potential evidence could be ruled inadmissible.

E. Reporting On-Duty Use of Force Incidents

1. Uses of force are documented on a Use of Force Report in Axon Standards and is required in the following instances: [4.2.1(c,d)]



- a. Whenever an officer discharges a firearm or less-lethal munitions. [4.2.1(a)]
NOTE: This also includes discharging a firearm at an animal. Exceptions to this procedure are discharging a firearm at or as part of the following: organized shooting matches; authorized range training; legal, personal practice and hunting.
- b. When the use of force results in a visible injury or death of any person, including officers. [4.2.1(b)]
- c. When a subject complains that an injury has been inflicted as the result of an application of force by an officer. [4.2.1(b)]
- d. When a chemical deployment occurs.
- e. In situations where defensive or active resistance is employed against an officer.
- f. Whenever an impact weapon is used.
- g. Whenever an ECD is discharged in a police encounter with a suspect.
2. If multiple officers are involved in a use of force incident, only the first officer employing force shall be required to submit the Use of Force report, along with any necessary incident reports. [4.2.1(c)]
 - a. Other officers involved in the incident shall each submit a letter detailing their actions/role in the incident. The letters are attached to the Use of Force Report.
 - b. The incident report number from the records management system (RMS) will be referenced in the Axon Standards incident ID field. Associated documents, body-worn camera videos and relevant photos will attached/linked to the report or event.
NOTE: The on-duty supervisor is not required to submit a letter re-stating the actions of the involved officer(s). However, the supervisor will note in either report area (attaching any additional letters needed) any actions they took relevant to the incident, any comments substantiating the justification of the use of force, or any recommendations they might have regarding the incident if they do not concur with how the incident was handled.
3. In the situations detailed above in Section III. E. 1 and below in Sections III. F and G, the involved officer(s) shall immediately notify a supervisor after rendering the situation safe and providing/summonsing medical assistance for anyone who is unconscious, has obvious severe injuries, or is in apparent medical distress. Upon notification, the supervisor shall be responsible for: [4.1.5; 81.2.4(f)]
 - a. Ensuring that the scene has been protected and witnesses identified and detained.
 - b. Notifying the involved officers' precinct/division commander if the injuries are of a serious nature.
 - c. Having digital photographs taken of any alleged injuries.
 - d. Notifying the Internal Affairs Division should the injuries result in someone being transported to the hospital.
 - e. Ensuring Axon body camera data, relating to all Use of Force incidents has been uploaded to Evidence.com, and attached to Use of Force Report.
 - f. Ensuring any digital photographs of an ECD deployment impact site or other Use of Force incidents are attached to the Use of Force report or event. Any other evidence collected will be entered into Property and Evidence and noted in the reports to the Internal Affairs Division.
4. Use of Force Report Review Process
 - a. The Use of Force report must be submitted for supervisory review before the end of the officer's workday.
 - b. All supervisors through the officer's chain of command will review and sign off on the Use of Force report.



- 1) If the endorsing supervisor does not concur with the report's details and/or the accompanying documentation, this will be indicated, and explanatory comments may be attached to the report as separate attachments as it advances.
- 2) Supervisors directly involved in the application of force, prompting a letter detailing their role, will still review the completed Use of Force Report to ensure its accurate completion and make note they are signing as a "reviewing supervisor."
- 3) The final supervisory review entry will be held pending review by the Use of Force Review Board (UFRB) on those use of force reports heard by the UFRB.
- 4) In all instances where an individual resists arrest, and the use of force is necessary to affect an arrest, the appropriate charges will be placed by the involved officer(s).
5. Training supervisors are able to view reports undergoing the chain of command review. Anytime during the review process, the training staff may comment on the report. If, at any point during the review process, a supervisor has concerns regarding an officer's adherence to department training standards, they may forward a notification to the Training Section lieutenant and request a formal review and response. This response will be attached to the report or event.
6. In situations where a Use of Force Report is required, the report shall be completed and submitted before the involved officer goes off duty. If the officer is injured during the incident and is physically unable to complete the report, it shall be the responsibility of the officer's supervisor to ensure the preparation and submission of all required paperwork prior to securing from duty, including all required Workers' Compensation reports. [4.2.1]

NOTE: Response to officer-involved critical incidents will take precedence in all critical incidents involving police officers (see: [OPS-617 Response to Employee Involved Critical Incidents](#)).

F. Reporting Off-Duty/Secondary Employment Use of Force Incidents

1. When an officer working secondary employment applies force that is reportable per this policy, the officer will immediately notify an on-duty supervisor within the area where the incident occurred and complete a Use of Force report before ending their secondary employment status.

NOTE: The officer will denote that the use of force occurred while engaged in secondary employment by choosing the appropriate dropdown entry.

2. Should an off-duty supervisor be working the same secondary employment as the officer employing force, that supervisor will be responsible for immediately notifying an on-duty supervisor within the area in which the incident occurred and then completing those tasks outlined for supervisors in Section III. E.
3. Any on-duty first-line supervisor who is notified that a Use of Force report from an officer working secondary employment in their area was submitted is responsible for the proper distribution of the report and all supporting documents and photographs accompanying it, as outlined in Section III. E.

G. Procedures Following a Firearms Discharge

1. Immediately take all measures to render the situation safe and provide/summons medical assistance for anyone who might be injured. [4.1.5]
2. Notify the Communications Division of the situation. [81.2.4(a)]
3. Request additional units to assist in protecting the scene and detaining witnesses as necessary.
4. Contact an on-duty supervisor. [81.2.4(f)]

NOTE: Exceptions to this procedure are discharging a firearm at or as part of the following: organized shooting matches; authorized range training; legal, personal practice and hunting.



5. The responding supervisor, as appropriate, shall: [83.2.1]
 - a. Confirm that appropriate medical assistance has been summonsed/provided as necessary. [4.1.5]
 - b. Notify the Internal Affairs Division and the involved officer's precinct/division commander.
 - c. Ensure that the scene has been protected and witnesses identified and detained.
 - d. Coordinate the activities of responding backup units.
 - e. Ensure that photographs of the scene are taken. [83.2.2]
 - f. Locate and record the position of any spent casings and other relevant evidence.
 - g. Immediately notify the Forensic Services Unit to take possession of all utilized firearms and magazines from the officer involved in instances associated with a use of force against an individual and any other instance as deemed appropriate by the responding supervisor.

NOTE: If the circumstances of the firearm discharge will prompt a criminal investigation, the firearm will be handled as evidence of a crime. If it is part of the crime scene, it will be secured as such.
 - h. If the officer is relieved of the weapon, as set out above, notify the armorer to respond with a temporary replacement weapon, which will be provided to the involved officer.
 - i. Ensure that a Use of Force report entry is completed; [4.2.1(a)]

NOTE: If the discharge is unintentional and there was no injury resulting from the discharge, an Unintentional Firearms Discharge report in Axon Standards should be completed. [4.2.1(a)]
 - j. Ensure that in those cases where an injury or death occurs as a result of an officer discharging their firearm, an incident report is completed in RMS; and [82.2.1(a,b)]
 - k. Be responsible for submitting all reports as required by the department prior to securing from duty, including all required Workers' Compensation reports. [82.2.1(e)]
6. A firearms discharge that occurs outside the City of Newport News and involves no criminal implications will be investigated administratively by the Internal Affairs Division. The same guidelines as stated above in Section III. G. 1-5 will be followed.

NOTE: If the discharge results in a criminal investigation by the agency of the jurisdiction in which the incident occurred, the Internal Affairs Division will conduct an administrative investigation in conjunction with the outside agency's investigation.

H. Departmental Response to Use of Force

1. Any officer whose actions result in the death or serious physical injury of another shall be removed from their current duty assignment pending an administrative review. The officer may be placed on a temporary assignment, if deemed appropriate by the Chief of Police, pending the outcome of the administrative review. [4.2.3; 26.3.7]
2. If the use of force incident involves the discharge of a firearm, a critical incident, or other traumatic experience, the officer may be required to submit to a psychological assessment from a licensed psychologist pursuant to [ADM-330 Employee Psychological Services](#).
 - a. Results of the psychological assessment will be reported to the Chief of Police and the Department of Human Resources.
 - b. Officers referred for other treatment by the contracted psychological services provider will notify their supervisor. The supervisor shall make the necessary arrangements through the Department of Human Resources.

NOTE: The Department of Human Resources determines if the referral is covered under Workers' Compensation or is the responsibility of the employee. In either case, no officer



referred for additional counseling will be permitted to return to full duty status until approved by either the contract psychological services provider or the City's contract physician.

3. In all lethal force cases, the department will conduct an administrative and criminal investigation of the incident. In incidents where non-lethal force was employed, the department may institute either an administrative and/or criminal investigation as deemed appropriate. [4.2.2]
 - a. The criminal investigation will be conducted by the appropriate Investigations Bureau Unit.
 - b. The administrative investigation will be conducted as detailed in [ADM-265 Administrative Firearms Discharge Investigation Team](#).

NOTE: Any criminal investigation will take priority over an administrative investigation. The administrative investigation may commence prior to the completion of the criminal investigation at the direction of the Chief of Police.
4. Use of Force Reports shall be reviewed by the Use of Force Review Board (UFRB) to determine if departmental policies were followed. Policy or training changes may be recommended to the Chief based upon review findings. ([OPS-113 Use of Force Review Board](#)). [4.2.2; 26.2.1(c)]
5. The Internal Affairs Division reviews all Use of Force complaints. Use of force complaints do not go before the UFRB.
6. All Use of Force Reports are reviewed by the Training Section to determine if departmental training is currently adequate. [4.2.2]

A handwritten signature in black ink that reads "Steven R. Drew".

Steven R. Drew
Chief of Police