


**The Pennsylvania State University
Police and Public Safety Department**

POLICY AND PROCEDURAL ORDER

SUBJECT 5.14 Taser Energy Weapons		
CALEA REF. 4.1.5, 4.2.1c, 4.2.2, 4.3.1b, 4.3.2, 4.3.3 (a-b)	EFFECTIVE DATE 11/15/18	REVISED DATE 12/18/25
APPROVED BY Chief of Police and Public Safety, Wesley Sheets 		ASSIGNED TO GROUP(s): 6

This Policy is for departmental use only and does not apply in any criminal or civil proceeding. This Policy should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this Policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE

The purpose of this policy is to establish guidelines and limitations for the Pennsylvania State University Police and Public Safety (UPPS) Department sworn police personnel for the training and use of a Taser Energy Weapon (TEW),

II. POLICY

It is the policy of UPPS to use only that amount of force reasonably necessary to effect an arrest, control a situation, or defend themselves or others from harm. UPPS recognizes that combative, non-compliant, armed, and/or violent subjects cause handling and control problems that require specialized training and equipment. Thus, UPPS has adopted a less lethal force philosophy to assist with the de-escalation of potentially violent confrontations. Consistent with this philosophy, UPPS is authorizing the use of department owned, maintained, and issued Taser Electrical Weapons (TEW) to trained sworn personnel.

III. DEFINITIONS

- A. **Actively Resisting**: When a subject makes physically evasive movements to interfere with an officer's attempt to control that subject; including bracing, tensing, pulling away, actual or attempted flight, or pushing.
- B. **Taser Energy Weapon (TEW)**: An incapacitating, intermediate weapon used for subduing a person that administers an electric shock for the purpose of disrupting superficial muscle functions. The TEW is an intermediate weapon that is classified as less lethal. The weapon should only be used when an officer is met with a certain degree of resistance or aggression through either actions or words.
- C. **Taser Energy Weapon Coordinator (TEWCO)**: A UPPS TEW instructor charged with the responsibility for overseeing the training, deployment, and maintenance of a TEW.
- D. **Deployment**: Includes removal of any firearm, TEW or less lethal weapon from its carrier.
- E. **Discharge**: The firing of any weapon.
- F. **Force**: Any physical strike or instrumental contact with a person; any intentional attempted physical strike or instrumental contact that does not take effect; or any significant physical contact that restricts the movement of a person. The term includes, the act of pointing a firearm at or in the direction of a human being, discharge of a firearm, pointing or discharging an active Taser Energy Weapon (TEW) in the direction of a human being, use of impact weapon to strike, discharge of chemical spray, use of chokeholds or hard hands, taking of a subject to the ground, and a K-9 bite. The term does not include escorting or handcuffing a person with minimal or no resistance. Use of force is lawful if it is objectively reasonable under the circumstances to effect an arrest, prevent escape or protect the officer or other person.

- G. **Less Lethal Force:** Any use of force not intended to, nor likely to, cause death or serious bodily harm.
- H. **Passively Resisting:** When a subject does not cooperate with an officer's commands but does not take action to prevent being taken into custody. For example, a protestor who lies down in front of a doorway and must be carried away upon arrest.
- I. **Show of Force:** Displaying a weapon from its holstered or stored position, during an incident where no force is applied against a human being or animal.
- J. **Function Test:** A test conducted to ensure the TEW is functioning properly, and that all batteries and electronic components are performing adequately.
- K. **Standard Cycle:** A standard cycle is five seconds after a connection is made.
- L. **University Police Officer:** A **sworn member** of the University Police who is granted law enforcement authority from the Pennsylvania Municipal Police Officers Education and Training Commission and who is specifically named a Police Service Officer by the Chief of Police and Public Safety.

IV. **USE OF FORCE STANDARDS**

The following are applicable use of force standards directly related to the deployment of the Taser Energy Weapon (TEW):

- A. The deployment of a TEW is considered an application of force.
- B. Each application of a TEW involves an additional use of force.
- C. Multiple applications of a TEW cannot be justified solely on the grounds that a subject fails to comply with a command, absent other indications that the subject is about to flee or poses as an immediate threat to an officer.
- D. Any decision to apply multiple applications of a TEW must take into consideration whether a subject is capable of complying with the officer's commands.
- E. The TEW is not intended to replace the use of firearms when deadly physical force is necessary, but rather to provide a less lethal alternative within the guidelines of the Department's Use of Force Policy.

V. **PROCEDURES FOR USE OF TASER ENERGY WEAPON**

- A. Taser Energy Weapons are deployed as an additional police tool and are not intended to replace firearms or self-defense techniques. TEWs may be used to control a dangerous or violent subject when deadly physical force does not appear to be justified and/or necessary or attempts to subdue the subject by other methods have been, or will likely be, ineffective in the situation at hand; or there is a reasonable expectation that it will be unsafe for officers to approach within contact range of the subject.
- B. TEWs are a police tool primarily used to control subjects engaged in active resistance. Taser Energy Weapons are designed to use propelled probes to conduct electrical discharge to affect the motor and sensory nervous system. This effect is defined as Neuromuscular Incapacitation (NMI).
- C. The following are the operating guidelines for the TASER 10.
 - 1. Only properly functioning and charged TEWs shall be used.
 - 2. The TASER 10 is equipped with a rechargeable battery pack
 - 3. Battery Docking Station.
 - a. Connects to the existing Axon Dock ecosystem
 - b. Uploads TEW data automatically

- c. Updates firmware to battery packs.
 - d. Recharges/conditions batteries as required.
 - e. Green LED indicates fully charged and ready-to-use
 - f. Dock will test and record battery capacity
 - g. Axon Evidence.com passes information automatically to the Axon dock every 30 minutes.
 - h. Rechargeable battery packs must be left in the dock for at least 30 minutes to ensure all automatic updates have been completed.
 - i. Battery packs from TEWs or spares must be docked every 30 days to ensure the firmware is up-to-date and the TEW functions properly.
4. Once Rechargeable Battery Pack is placed in TASER 10
- a. Wait until the hourglass disappears from the Central Internal Display (CID). This indicates that the current firmware has been uploaded to the handle, and a log has been started for that TEW.
 - b. The weapon can be used during this time, and all data will be transferred in the background.
 - c. During data transfer, DO NOT remove the battery from the weapon. If removed, a "Device Error" blinking red light will display on the dock when the battery pack is reinserted.
 - d. To clear the error from the battery pack, it must be reinserted into the weapon and allowed to complete the data transfer.
 - e. TASER 10 passes all data to/from the Taser Energy Weapon handle and Axon Evidence via the rechargeable battery pack and docking station.
5. Officers should conduct a Function test daily.
- a. Point the TEW in a safe direction when loading, unloading, or testing the weapon.
 - b. Each patrol station will have a designated area and target to perform this action.
 - c. Visually and physically inspect the TEW and cartridges at the beginning of their shift.
 - d. To run a fully automated self-test on the device, the operator will press down and hold the selector switch until the blue icon in the center of the CID completes its circle. Then, the side rail lights, and CID illuminate blue, and the CID displays the test icon, the battery percentage, and weapon firmware version.
 - e. The Operator will then move the selector switch to the 'on' (armed) position and momentarily press the selector switch up to initiate a warning alert.
 - f. Upon completion of the test, the icon will change to reflect the test results indicating either a pass (green - check mark) or error condition (red X).
 - g. Upon the test's completion, the operator will move the selector switch down into the 'off' (safe) position.
 - h. Operator will then holster the TASER 10 in a department-approved holster.
6. The TEW will always be carried in a departmentally issued holster on the belt or tactical outer carrier on the support (non-gun) side.
- a. When worn on the tactical outer carrier, the holster will be attached to the Molle system vertically or slightly angled, as the manufacturer intended.

7. Avoid intentionally targeting specific areas such as the head, throat, face, eyes, neck, groin, and chest (area of the heart), breast, groin, genitals or areas with known pre-existing injury. The preferred target areas are the back (preferred) below the neck and the front lower torso.
8. Any discharge, either intentional or accidental, shall necessitate the notification of the officer's supervisor as soon as practicable..
9. Officers will secure and store the TEW, both on and off duty, in such a way as to ensure that no unauthorized person will have access to, or gain control over, the TEW.
10. Cartridges will be replaced consistent with the manufacturer's expiration requirements, deployments during annual live-fire certification, and/or deployments in the course of law enforcement uses of force.
11. Whenever an officer removes their TEW, the item must not be left in the open, and must be secured so that it is not readily accessible to civilians, subjects, victims, or witnesses.
12. The main housing of the TASER 10 carried and used by Department sworn officers will be yellow in color so as not to be mistaken for a firearm.
13. All Department TEWs will be carried on duty with a black, duty magazine fully loaded with (10) live probes.
14. A use of force report will be completed under the following circumstances:
 - a. Laser/Light Targeting – Placing the Taser Energy Weapon in the “armed position” and targeting the subject with the laser or integrated flashlight to achieve compliance and control without discharging the device.
 - b. Warning Alert – On TASER 10, before cartridge deployment, a momentary or sustained press-up of the selector switch will initiate a warning alert for the duration pressed; this new feature is called the Warning Alert. Warning Alert will produce:
 - i. Up to 1000 lumens of pulsing light focused on the target.
 - ii. If no behavior change is perceived, a very loud alert sound should serve as an auditory warning of the potential use. When practicable, verbal commands should be given with the warning alert.
 - iii. A warning alert can be performed without deploying the loaded cartridges.
 - iv. TASER 10 does not produce an electrical arc and is replaced with the warning alert as a de-escalation tool.
 - c. Probe deployment – TASER 10 can deploy up to ten (10) probes.
 - i. Each probe has a maximum range of 45 ft/13.71 meters.
 - ii. Each probe has a maximum effective range of 40 ft/12.192 meters.
 - iii. Each trigger pull will deploy one (1) probe, allowing the operator to create an optimal probe spread.
 - (a) To achieve neuromuscular incapacitation, at least two (2) probes must be deployed, and skin contact must be maintained.
 - iv. After cartridges are deployed, a momentary press-up of the selector switch will re-energize deployed connected probes for five (5) seconds.
 - v. The TASER 10 will only energize a maximum of 4 connected probes in a subject at a time, regardless of how many probes are deployed from that TEW.

- vi. The TEW will constantly evaluate each probe's distance and connection and automatically use the best probes to create NMI.
- D. Persons who have been subjected to TEW deployment/probe strikes, shall be treated as follows.
 - 1. The probes shall be removed as soon as possible in accordance with removal procedures as set forth in this policy.
 - 2. Any subject struck in the head, face, female breast, or groin will be transported to a hospital for removal of the probes.
 - 3. Any subject requesting medical attention will be transported to the hospital for evaluation and treatment.
 - 4. If a subject is exposed to three (3) or more cycles, the subject must be transported to a hospital for a medical evaluation.
 - 5. If a UPPS Officer deploys their TEW while assisting another jurisdiction, that officer must notify a supervisor.
 - i. The UPPS supervisor must contact a supervisor from the agency who requested mutual aid and obtain all pertinent details surrounding the deployment.
 - ii. The UPPS supervisor must also advise that supervisor of our policy regarding transporting the prisoner to the hospital for evaluation and treatment after three (3) or more cycles.
 - iii. The UPPS supervisor must document in a report that contact was made and include the name of the other agency's supervisor.
 - 6. The officer or their designee must photograph the subject's injury or injuries. The photographs must be downloaded and placed into evidence according to policy. It is also recommended that a digital photograph of the probe be captured after it is removed.
 - i. All photographs must be attached to the use of force report.
 - 7. TEW operators will place the battery in the docking station to initiate the data syncing process, indicated by a solid yellow light. The officer can access and download the record from Evidence.com and electronically attach the TEW incident data record to the use of force report.

VI. PERMITTED USE:

Authorized personnel are to use a TEW in accordance with training in the following instances:

- 1. A TEW should only be used against subjects who are actively resisting in a manner that, in the officer's judgment, requires force that is objectively reasonable.
- 2. To incapacitate a subject who poses a threat.
- 3. A TEW may be used when an officer is engaged in a physical confrontation with a combative individual and attempts to control the subject by lower levels of force or tactics are ineffective. *See the Department's Use of Force Policy 5.2 for clarification.*
- 4. Against aggressive animals that pose a threat of physical injury to officers or others.

5. During Department authorized training programs and/or demonstrations including use of the Hook-And-Loop (HALT) training suit.

VII. PROHIBITED USE:

The TEW will not be used:

1. Against a subject who is passively resisting the lawful commands of the officer and does not pose a threat.
2. Against a female who the officer knows, or reasonably believes, is visibly pregnant, unless deadly force is the only other option.
3. Against a person holding a firearm pointed at an officer or other person.
4. Against a subject with an edged weapon unless another officer is on scene providing deadly force cover.
5. Against a person who the officer knows, or reasonably believes, to be under the age of fourteen (14) or over the age of seventy (70), due to the potential for falling when incapacitated, unless the encounter rises to a deadly force situation.
6. Unless the circumstances justify the increased risk:
 - a. Against a person who is at an elevated location where a fall may cause substantial injury or death;
 - b. In an area where it is likely that the subject may drown.
 - c. Against handcuffed persons;
 - d. Against an operator in physical control of a vehicle in motion, including automobiles, trucks, motorcycles, ATVs, bicycles, and scooters; or,
 - e. Against a subject who is in close proximity to a flammable gas or liquid. (e.g. a meth lab, where gasoline is stored, alcohol-based OC Spray, etc.).
7. To rouse unconscious, impaired, or intoxicated individuals.
8. In an unprofessional manner.
9. To experiment on a person or allow a person to experience the TEW, even if the person requests it, when the TEW's use would not otherwise be allowed under this policy. This TEW experience does not apply to voluntary TEW training exposures or TEW demonstrations as authorized by the Department.
10. Officers should not intentionally activate more than one TEW at a time against a subject.
11. For illegal purposes (e.g. illegal coercion, torture, etc.).

VIII. DEPLOYMENT

When deploying a TEW, officers will make every effort to comply with the following directives, when reasonable:

1. A command for compliance and a warning should be given prior to activating the TEW. The subject should be given time to comply with an officer's verbal command unless to do so would place the officer or any other person at risk. This directive serves a dual purpose: to seek compliance from the subject, and to let other officers who are present know that the TEW is being deployed, so that the activation of the TEW will not be mistaken, by sight or sound, as a firearm discharge.

2. When feasible, alert other law enforcement officers present that you are about to deploy a TEW by saying "Taser, Taser." This statement will prepare the officers for the TEW deployment and help prevent sympathetic weapon discharges.
3. When aiming the TEW at a subject, officers should adhere to the manufacturers preferred target zones whenever reasonably possible. Officers should take into consideration the capabilities and limitations of the TEW whenever deploying it at close quarters. A TEW should be aimed by use of the green aiming laser when possible. Fixed sights can be used when the laser is ineffective, not visible due to sunlight, or as a secondary aiming tool.
4. Upon discharging the device, the officer will energize the subject the least number of times and no longer than necessary to accomplish the legitimate operational objective.
5. To minimize the number of TEW discharges necessary for subject compliance, officers should, while deploying the TEW, clearly and reasonably order the subject as the incident mandates. Such verbal commands may include, "stop resisting, lie flat, put hands behind your back," etc.
6. The device may also be deployed in close quarters situations by placing the TEW in a preferred target location, pulling the TEW away from the subject approximately 4 inches, and placing the TEW in another preferred target area more than 12 inches for an adequate probe spread before pulling the trigger once again. The TASER 10 is a low voltage de-escalation device and does not have the ability to use as a 'drive-stun'.
7. Whenever possible the TEW will be deployed using a back-up officer to assist with handcuffing or providing cover.
8. When deploying the TASER 10, the officer should deploy probes at different preferred target locations until they observe a change in behavior. Each connected probe deployed will add another 5 second cycle from that connected probe. Therefore, numbers on the CID will be higher than the original 5 second cycle.
9. The subject should be secured as soon as practical while disabled by the TEW to minimize the number of deployment cycles. In determining the need for additional energy cycles, officers should be aware that an energized subject may not be able to respond to commands during or immediately following exposure. Personnel should deploy the TEW for one standard cycle and then evaluate the situation to determine if subsequent cycles are necessary. Each application of the TEW should be independently justifiable. Officers should only deploy the TEW to the extent necessary to gain control of the subject.
10. The subject will be handcuffed as soon as safe, which may be prior to, during or after deployment.
11. The officer will then ensure the TEW is off/unarmed with the selector switch in the down position, clear wires from the magazine, making sure to keep hands away from the magazine cartridge bays.
12. As soon as the subject is compliant, and the situation is under control, a supervisor and communications will be notified of the use of force.
13. The officer may then remove the duty magazine and extract the expended cartridges for placement of the probes during the removal process.

IX. POST TEW DEPLOYMENT MEDICAL ATTENTION (4.1.5)

1. Any subject against whom an TEW is deployed should be evaluated by qualified medical personnel. Qualified medical personnel include medical professionals including medical doctors, licensed nurses, or EMS first responders.
2. UPPS Officers certified to carry the TEW may remove prongs that have embedded in a subject's skin, clothing or any other objects. Consideration should be given prior to probe removal from a sensitive area (e.g., face, head, female breasts, or groin). If the probes are in a vulnerable location or the officer otherwise feels they cannot safely remove the barbs, additional EMS assistance should be requested.
3. When removing the probes, officers should be wearing latex gloves and have alcohol wipes and band-aids available to wipe and cover the location of the area struck, unless it was a sensitive place on the body.

X. EVIDENCE COLLECTION

1. Once the subject has been controlled, and the need for medical care has been evaluated, officers will collect all evidence resulting from TEW discharge. Offices are reminded of the importance of respecting human dignity and privacy, taking steps to avoid embarrassment, and preserving confidentiality regarding the subject's medical treatment. Whenever feasible, the following items will be secured as evidence:
 - a. TEW probes;
 - b. Expended Cartridges; and
 - c. Wire Leads.
2. When lawful and appropriate, photographs should be taken of the probe impact sites and any other related injuries as soon as reasonably possible.
3. In some instances, however, photographs may not be taken. Such as, in certain juvenile cases, or when probes impacted the suspect's genitals, female breasts, etc. It is important to preserve evidence of TEW use; however, it is also important not to violate any medical, HIPPA, or privacy statutes or other legal restrictions.
4. The TEW cartridges and probes used will be processed and logged in as evidence. Officers will wear latex or nitrile gloves when handling the probes as they may have blood or other bodily fluids (biohazard).
5. Deployed TEW wires will NOT be wrapped around the expended cartridge. Instead, the officer should bunch up the wires. The probes will be placed "barbs" first into the expended cartridges from which they were fired to prevent sharp ends from penetrating the evidence envelope. Tape should be placed between the inserted probe and expended cartridge to secure them from separating. All probes (inserted into expended cartridges, and bunched wires can be held in the officers' hand and placed into the latex gloves, one hand at a time, in accordance with TEW training.
6. The TEW may remain in service after deploying probes during the course of duty. The battery MUST be removed from the TEW and docked in the charging station for downloading of all the stored firing data.

XI. REPORTING REQUIRED (4.2.1C)

1. After deploying a TEW, the officer must notify a supervisor as soon as it is practical to do so.

2. After deployment of a TEW, the officer who discharges the TEW will comply with all reporting and investigation requirements outlined in the Department's Reportable Use of Force Policy, and will include:
 - a. The facts and circumstances which dictated the officer's use of force;
 - b. Commands given to the subject;
 - c. Manner in which the subject refused to comply;
 - d. Witnesses to the discharge of the TEW;
 - e. Number of discharges, and length of each;
 - f. Locations of probes on the subject;
 - g. Extent, if any, of the subject's injuries;
 - h. Description of first aid provided; and
 - i. The name of the supervisor notified, and time of such notification.
3. In addition, the officer who discharges the TEW will complete an incident report and Blue Team Use of Force Report. The Executive Deputy Chief, or designee will be notified of any deployment for discharge tracking purposes.

XII. REPAIR/MAINTENANCE OF TEW (4.3.1D)

1. Officers are responsible for the general care, and cleaning, of issued weapons.
2. Officers are responsible for the security of weapons issued to them.
3. Any damage, or mechanical failure of any kind, will be immediately reported to a supervisor and the UPPS Quartermaster. Arrangements will be made by the QM for repair.
4. Each UPPS station is issued a spare TEW and that TEW will be used as a replacement for a damaged or malfunctioning weapon. The replacement TEW will be reassigned to the officer by the QM.

XIII. SUPERVISORY RESPONSIBILITIES

Supervisors will:

1. Ensure trained personnel, who are issued and carry the TEW, comply with this policy while working their assigned shift.
2. If available and on duty, immediately respond to any scene in which the TEW has been deployed.
3. Secure the expended cartridges with probes and provide or instruct the officer to immediately dock the battery from the TEW for data download and replace with another battery to be back in service.
4. Replace the expended cartridges if authorized, documenting the serial numbers of each probe to be assigned to that TEW operator in Evidence.com.
 - a. If the supervisor does not have access to TEW cartridges/probes to issue, a taser instructor or the QM should complete the reissuance and assign the serialized cartridges/probes.
5. Deputy Chiefs and other supervisors will comply with all reporting and investigation requirements outlined in the Department's 5.3 Reporting and Investigating Force Policy. They will conduct an investigation, including:
 - a. Identifying and obtaining reports from all officers involved;
 - b. Identifying and interviewing witnesses;
 - c. Ensuring that photographs are taken of the probe penetration sites and any secondary injuries (caused, for example, by falling to the ground, etc.); and

- d. Entering all evidence into the Department's evidence and recovered property inventory system to ensure proper chain of custody.
6. Review the circumstances surrounding the use of the TEW to determine if the use of, or deployment of, the TEW was in compliance with policy and procedure. Supervisors must also prepare a report of his/her investigation that includes a determination of whether the use of the TEW is consistent with this policy (4.2.2)
7. The Executive Deputy Chief, Lieutenant, or designee will prepare an overview of the incident and confer with the appropriate Deputy Chief for a policy review of incident. Once the overview has been completed, the Executive Deputy Chief, or designee will forward the report to the Chief of Police for final review.

XIV. DATA DOWNLOAD

1. When a TEW incident occurs, and the battery from the device has been docked, the firing data will automatically be downloaded to Evidence.com. There is no need for the TEW to be surrendered or placed into evidence unless the subject died or suffered serious bodily injury while the TEW was being used. A copy of the firing data download will be immediately available after download and must be attached to the Blue Team Use of Force Report Form. If the TEW data download is not available, a notation will be made on the Use of Force Report Form. The officer will forward the download, however, when it is available.
2. Monthly, the Quartermaster or department Taser Instructors, if assigned, are responsible for ensuring all taser batteries are docked for recharging, and the data will automatically be download to Evidence.com. It is the responsibility of the Station Commander or designee to make sure this occurs.

XV. TASER ENERGY WEAPON COORDINATOR (TEWCO)

- A. The Executive Deputy Chief will designate a current TEW Instructor to serve as the TEW Coordinator (TEWCO).
- B. The TEWCO in conjunction with the Quartermaster is responsible for maintaining the equipment and records associated with the deployment of the Department's TEW.
- C. The TEWCO in conjunction with the Quartermaster will be given time to log TEWs, cartridges, and replacement batteries, and maintain a TEW and cartridge inventory, or access to inventory records.
- D. The TEWCO in conjunction with the Quartermaster will:
 1. Be responsible for issuing TEWs and cartridges and ensure they are recorded in the TEW/cartridge log.
 2. The Quartermaster will record the serial numbers of each issued TEW, duty magazine, and issued cartridges, and to what station it was issued and to whom;
 3. Ensure cartridges are replaced before their expiration date;
 4. The TEWCO will conduct a review of the downloaded data when requested by investigating supervisors or Command Staff; and
 5. Maintain overall responsibility for coordination of the purchase, repair, and replacement of TEWs and cartridges.

XVI. TRAINING AND CERTIFICATION

- A. TEW Authorization: Officers are required to successfully complete training on the functionality of the TEW and the Department's policy on its use prior to issuance of

the Weapon. Only trained and qualified Department officers may carry and/or use a TEW (4.3.2)

- B. TEW Training: All members of the Department who carry and/or use a TEW must first successfully complete a Department approved and mandated TEW familiarization program, including written and practical tests. No officer may carry a TEW without first successfully completing the training.
- C. TEW Re-Certification: A mandatory annual (calendar year) re-certification program must be successfully completed. Officers who fail to attend training and allow their certification to elapse will not be authorized to carry the TEW (4.3.3).
- D. Certified Instructors: All Department TEW certification programs will be presented by an Axon Enterprise, Inc. certified (or equivalent) TEW Master instructor or the UPPS TEW Master Instructor (4.3.3a).
- E. Training Records: The Department will maintain TEW training and certification records (4.3.3b).
- F. Annual Audit: The Training Coordinator will conduct an annual audit (calendar) of TEW training records to ensure all officers carrying a TEW have met proficiency training. The Training Coordinator will submit a report to the Training Unit Supervisor or designee with their findings.
- G. Annual Review: The Training Unit Supervisor, or designee will annually review the training curriculum along with the TEWCO and revise it as necessary. The department Training Unit Supervisor, or designee will submit, via the chain of command, a report to the Chief of Police confirming the annual review and updates, if any.

XVII. MAINTAINING THE TEW

- A. The UPPS Taser Instructor responsibilities during the annual retraining session:
 - 1. Check the cartridges expiration date;
 - 2. Check the remaining percentage of battery life, and;
 - 3. Check that there are (10) probes in the standard duty magazine that were issued to the officer, and that they coincide with the serial numbers on file.
- B. Officer's responsibilities:
 - 1. Carry the TEW in the issued holster.
 - 2. Ensure the batteries of the TEW are properly charged.
 - a. Replace probe cartridges before their expiration date.
 - b. Recharge/exchange the TEW battery in a networked docking station no longer than 30 days and when the battery percentage reaches 20%.

Updates

- 11/3/22
 - Definitions updated or added for Deployment, Discharge, Force, and Show of Force.
 - IV.A. updated to reflect definitions.
 - V.A. updated to reflect Taser 7.
 - V.B. updated to reflect Taser 7.
 - V.G. updated to reflect Taser 7.
 - V.I. updated to reflect Taser 7 protocols.
 - VII. Changes made to responsibilities.

- VIII. F and G Updated to reflect Taser 7.
- 11/1/23
 - Definition and titles updated
 - CEW changed to TEW per Axon
- 12/17/25
 - Policy re-write for Taser 10