


# The Tarrant County College District Police Department

## GENERAL ORDER

	SUBJECT	GENERAL ORDER NUMBER
	<b>Use of Force Review Boards</b>	<b>210.00</b>
	SYSTEM STANDARDS	EFFECTIVE DATE
		<b>May 1, 2015</b>
APPROVAL	PAGES	
<b>Shaun Williams, Chief of Police</b>	<b>2</b>	

**Policy Statement - Purpose** - The purpose of this policy is to establish a process to review the use of deadly force by employees of this department.

### 210.01 – REMOVAL FROM LINE-DUTY ASSIGNMENT

An employee whose actions or use of force, in an official capacity or while using department equipment, results in death or serious physical injury may be removed, based on the circumstances, from a line-duty assignment pending an administrative review. The type of review will be determined by the Chief of Police and may include the Deadly Force Review Board.

### 210.01 – REVIEW BOARD

The Tarrant County College Police Department is charged with the important responsibility of objectively evaluating the use of deadly force. It is the policy of this department to convene a Use of Deadly Force Review Board when the use of deadly force by an employee results in injury or death.

The Use of Deadly Force Review Board will also investigate and review the circumstances surrounding every accidental or intentional discharge of a firearm, whether the employee is on or off-duty, excluding range training or recreational use.

The Chief of Police may convene the Use of Force Review Board to investigate the circumstances surrounding any use of force incident.

### 210.02 – COMPOSITION OF THE BOARD

The Use of Deadly Force Review Board or Use of Force Board shall be comprised of the following persons:

- Campus Commander(s)
- Training Coordinator
- Non-Administrative Supervisor

The senior ranking member not of the same rank/grade of the involved employee will serve as chairperson.

The chairperson will convene the Use of Deadly Force Review Board as necessary. It will be the responsibility of the bureau or unit commander of the involved employee(s) to notify the appropriate bureau commander of any incidents requiring board review. The bureau or unit

commander will also ensure that all relevant reports, documents and materials are available for consideration and review by the Board.

### **210.03 – RESPONSIBILITIES OF THE BOARD**

The Use of Deadly Force Review Board is empowered to conduct an administrative investigation into the circumstances of an incident. The Board membership may request further investigation, call persons to present information and may request that the involved employees appear before the Board. The involved employees will be notified of the meeting of the Board and may be represented by legal counsel and/or other representation through all phases of the review process.

Absent an expressed waiver from the employee, no more than two members of the Board may ask questions of the involved employee.

If it appears that the actions of the employee(s) may result in criminal charges or disciplinary action by the Department, the Board will conduct all interviews in accordance with department disciplinary procedures. The Board does not have the authority to recommend discipline. The Board shall make a finding on the use of force and such finding will be limited to one of the following:

- A. The employee's actions were within department policy and procedure.
- B. The employee's actions were in violation of department policy and procedure.

A finding will be the consensus of the Board. After the Board has concluded, the chairman will submit in writing the findings of the board to the Chief of Police. After review by the Chief of Police, a copy of the findings will be forwarded to the involved employee's Campus Commander for review and appropriate action.

At the conclusion of the review process, a copy of all relevant reports and information will be filed with the Chief of Police.

Once the Board has reached its specific finding, the Training Coordinator may convene the separate training committee to address training needs and recommendations for the Department without specific reference to the discussions or analysis of the incident considered by the Board.

The Board may also determine from its investigation that additional or separate reports are warranted. The Board chairperson will submit any such additional reports of the Board to the Chief of Police. After review by the Chief of Police, a copy of the reports will be forwarded to the appropriate Division Commander for review and appropriate action.