



SYKESVILLE POLICE DEPARTMENT

Use of Force Reporting

General Order 6-4 Effective: 03/15/17

Authorized By: *Michael A. Spaulding* Chief of Police

I. PURPOSE

To provide officers with procedures that must be followed after force is used against a suspect.

II. POLICY

Officers will report use-of-force incidents in compliance with this directive.

III. PROCEDURES

A. Initial Notification Procedures

1. Any officer involved in an incident where force is used resulting in life-threatening injury or death shall immediately notify the on-duty supervisor and the Chief of Police.
2. Any incident involving the accidental/negligent discharge of a weapon, on or off duty, shall immediately be reported to an on-duty supervisor and the Chief of Police.

B. Officer's Responsibilities and Rights

An officer involved in a use-of-force or deadly force incident:

1. Should not discuss the incident with anyone other than his supervisor or his counsel until authorized by the Chief of Police;
2. Will be afforded their rights provided by law and SPD policy; and
3. Must be permitted legal representation, if requested.

C. Initial Response to Shooting & Deadly Force Incidents

When an officer is involved in shooting or deadly force incident, the Chief of Police will ensure that the officer is:

1. Provided with the services of the Mental Health Intervention Team;
2. Scheduled for an appointment with a designated psychologist within 24 hours of the incident or the next business day;
3. Escorted or transported home;
4. Placed in an off-duty status without charge to leave until a duty status determination is made; and

5. Scheduled for an after-action training session, coordinated by the Chief of Police, focused on reinforcing officer survival skills (which is non-punitive and designed to build confidence)

D. Reporting Requirements

1. Whenever the level of force used during an arrest, or while a suspect is in custody, is greater than what is required during routine handcuffing procedures:
 - a. Each officer who used force will complete and submit a SPD Form 179, Use of Force Report which may be computer-generated or hand-written;
 - b. An Incident Report will be completed for the initial incident (a separate Incident Report is not required to document the use of force); and
 - c. The reporting officer will include the details of the use of force in the Incident Report.
2. In any case when a prisoner is injured, photographs of the injuries will be taken and appropriate medical attention will be offered and provided.
3. Use of a Firearm
 - a. An officer who discharges his firearm at a range will not be required to submit any reports under this subsection.
 - b. An officer who discharges his firearm to kill an animal that is sick, injured or a threat to the general public will submit a Firearms Discharge Report (SPD Form #35).
 - c. The supervisor of an officer who discharges his firearm to kill or attempt to kill an animal within a residence or its common curtilage will report the incident to the Chief of Police immediately.
4. Except as noted in subsections (D)(3)(a) and (b) above, whenever an officer discharges a firearm in the performance of his duty, or uses force that results in injury or death, he will submit (or have submitted for him) the following by the end of the shift during which the incident occurred:
 - a. SPD Form 179, Use of Force;
 - b. A copy of the Incident Report that is generated for the initial incident; and
 - c. Any related documents or photographs.

E. Intentional or Accidental Discharge of Firearms

1. With the exception of practice on the firing range, every discharge of a firearm, whether intentional or accidental, is subject to administrative review to determine whether such action was in conformance with SPD policy and procedures.
2. An officer who discharges a firearm will:
 - a. Secure the scene to the best of his ability;
 - b. Render aid within his level of training and request emergency medical services if a person is injured; and
 - c. Notify an on-duty supervisor.
3. The supervisor who is notified of a firearms discharge will:
 - a. Ensure that emergency medical services are notified. If the involved officer received any injuries, he will be transported either by the supervisor or by ambulance to the nearest medical facility for evaluation and treatment;
 - b. Notify the Chief of Police;
 - c. Respond to the scene and begin to gather the facts surrounding the discharge;
 - d. When the scene is safe, secure the firearm involved in the discharge for further investigation; the officer's firearm will not be taken in the presence of the suspect, a witness or the media;
 - e. Ensure evidence is identified and secured.
4. The Chief of Police will:
 - a. Respond to the scene, if available;
 - b. Ensure that the condition of the officer's firearm is documented to include the number of rounds/ammunition in each magazine;
 - c. Consult with the Commander of MSP Westminster and/or the Commander of MSP Criminal Enforcement Division to determine who will conduct the investigation.
 - d. Arrange for a replacement firearm for the involved officer.
5. Examining Officer's Firearm
 - a. If it is determined that an officer's firearm needs to be examined and/or tested by a Forensic laboratory, a crime scene technician, supervisor or investigator will transport the firearm and complete a chain of custody form.

IV. CANCELLATIONS

This General Order cancels and replaces the following policies:

General Order 1.3, entitled Use of Force, dated December 10, 2001.