
WEAPONS and USE OF FORCE

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1100.1 Firearms, General

Officers must remember the firearm is not a flag, a toy or status symbol. It is a tool - a deadly tool -

1100.4 Adherence to Regulations

Due to the lethal nature of police weapons, particularly firearms, adherence to all regulations contained within this Article are considered a condition of employment. Any violation of, deviation from, or abuse of these regulations may result in severe disciplinary and/or legal action against the officer.

1100.5 Authorized Personnel

These regulations apply to all police officers. No other employees, or police officers who are not in good standing, are permitted to carry or have on their person any firearm of any type on University property, or to represent the Department in any manner when off the campus and in possession of any weapon.

1100.6 Proper Identification

No police officer shall carry a Department weapon at any time without a current, valid identification card on his or her person.

- 1100.6.1** Issuance of ID cards to allow retired police officers of this Department to carry a weapon shall conform to existing law and CSU policy.

1100.7 Immunity from Prosecution

Police officers possessing university, city, county, and/or state identification cards are offered no special immunity from legal complications arising from any situation in which repercussions might occur as a result of the illegal use of a weapon.

1100.8 Authorized Firearms

The Smith-Wesson .45 Cal. single action 1911

1. Members of this department may elect to carry an alternative firearm in lieu of the departmentally-issued Smith-Wesson 1911. The alternate firearm must be in 9 mm, .40 or .45 caliber for assignments while on-duty. The alternate firearm must be on the department approved list. Election to carry an alternate handgun may only be exercised by members who have successfully completed their probationary period.
2. Officers who elect to carry an alternative firearm other than the departmentally-issued Smith-Wesson 1911 must return their issued SW-1911 to the Range Master if he/she is not planning to use it on-duty, so it may be returned to inventory for subsequent reissue.
3. Any officer who carries a personally-owned handgun for on-duty purposes as permitted by this policy, as a condition of carrying the weapon expressly agrees to surrender the weapon to any supervisor for the purposes of conducting an investigation or inspection.
4. Any officer who elects to carry his/her no-departmentally-issued alternate approved handgun as his/her duty weapon, shall complete a Weapon's Authorization form through the Personnel and Training Unit.
5. The weapon must be registered to a member of this department through the Department of Justice.

6. The Range Master will provide a list of acceptable gun manufacturers and ammunition. The Range Master may modify this list as needed without changing the policy to ensure that of-

- (c) Second concealed handguns, carried in conjunction with the regulation-duty weapon, shall be concealed on the person of the officer in such a manner that its presence will not be noticeable through casual observation. This weapon must be carried in such a manner that it will not become susceptible to loss during physical altercation.
- (d) This weapon is a secondary weapon and should not replace the regular duty weapon.
- (e) Officers may carry the following concealed, second handguns:

Type of Firearm:	Revolver
Caliber:	.38 special, .357 magnum (with .38 ammunition)
Barrel Length:	2 inch minimum, 4 inch maximum
Manufacture:	Colt, Smith & Wesson or Ruger
Type of Firearm:	Pistol (double-action or safe action)
Caliber:	.380 automatic, 9mm, .40 caliber, .45 auto
Barrel Length:	2 inch minimum, 3.5 inch maximum
Manufacture:	Colt, FNH, Glock, Heckler & Koch, Kahr, Para Ordinance, Ruge Sig Sauer, Springfield Armory, Smith&Wesson, Walthe PPK/PPK

- 1100.11.4** Off-duty officers shall not be subject to disciplinary action if an occasion should arise in which the officer could have taken action if armed but did not.
- 1100.11.5** Officers shall demonstrate proficiency with their off-duty weapon at least annually.
- 1100.11.6** Officers should carry their off-duty firearms in the department approved holsters, and in such a mann

tion. The Rangemaster and/or range staff personnel will be responsible for notifying the Training Manger of the issuance and/or use of ammunition.

1100.12.3 The Administration Services Division Commander will be responsible for auditing all department ammunition stock and records on a bi-annual basis.

1100.13 Holsters

Only holsters approved by the Chief of Police or his/her designee, shall be worn. This order applies equally to uniformed and plainclothes assignments.

1100.13.1 The following types of holsters are approved for use for carrying Department approved firearms:

- (a) Black basket weave, nylon, or kydex/plastic composite

- (a) Since the tactical light/laser are mounted on a handgun, the use of the tactical light/laser is governed by the policies and procedures related to the legal and safe use of a handgun by an officer. The officer must therefore be able to identify and articulate the proper situation, which warrants the potential use of deadly force, and once identified, safely use the tactical light/laser mounted to the handgun. Once the threat has diminished, the officer must immediately return to the use of his/her normally used flashlight.
- (b) Officer shall carry a normal duty flashlight for use in non-threatening situations. A tactical light/laser shall not be deployed in situations where the officer can safely utilize his/her normal used flashlight and officers shall not substitute a tactical light/laser for their duty flashlight.
- (c) Only tactical lights/lasers approved by the department range master shall be carried in the performance of duty. Each tactical light/laser must

- (b) The Range master shall have the authority to remove from the firearms range any employee, regardless of rank, who fails to comply with any instructions from the Range master.
- (c) The Range master shall totally control access to the range.
- (d) The Range master may inspect any firearm for safety and shall exclude any unsafe firearm from the range.
- (e) The Range master or designee shall score all targets for qualification and record the results.c

status can not be canceled; except for temporary medical reasons. When an obligation is canceled, the affected officer will be disarmed and must qualify as soon as the temporary medical condition is no longer valid and before being armed again.

- 1100.16.2** Postponement or cancellation will be the decision of the Chief or a Division Commander generally with recommendations by the Range master.
- 1100.16.3** Whenever possible, the Range master or range staff will jointly score and record all qualification results. Requalification will utilize two Range masters whenever possible.
- 1100.16.4** Minimum qualification scores will be determined by the Chief upon recommendations of the firearms Range master.
- 1100.16.5** All requalification sessions must be documented and a permanent record will be kept of all officers who fail to qualify.

1100.17 Police Officer Qualification Requirements

Announcement of the established qualification score will be made prior to each quarterly session for the course being fired.

- 1100.17.1** All police officers will be allowed three attempts to meet the minimum score on the initial qualification session.
- 1100.17.2** All police officers not qualifying on the initial session described in 11-17-1 will be provided three additional requalification sessions, to be scheduled as soon as possible but not more than 14 days apart. During requalification sessions, police officers will be allowed two attempts per session to qualify.
- 1100.17.3** The firearms training instructor will furnish a maximum of eight hours personal instruction per police officer between requalification sessions. Personal instruction is required for those attempting to requalify.
- 1100.17.4** No police officer is allowed to carry any other type of weapon, at any time on duty, other than that for which the officer has been qualified.
- 1100.17.5** Police officers may be issued other firearms in addition to their basic duty weapon. Police officers must qualify with any additional weapon issued.
- 1100.17.6** Should a police officer not be able to qualify after personal instruction sessions and the three qualification sessions, the Department will intercede and attempt to permanently reassign the officer to non-police duties. If this is not possible, or in the best interest of operations, the Department will attempt to assist the police officer toward transferring to another area in the state service and, as a last resort, may recommend dismissal.

1100.18 Long Arm Weapons

1100.18.1 Weapons designed for long range and broad dispersal are considered “Long Arm Weapons”. The weapons include:

- (a) Shotgun – including the Remington model 870 or similar design;
- (b) Patrol Rifle- Law Enforcement Carbine. The Department deploys Colt AR-15 model A3, M4, SBR COMMANDO 5.56mm (or similar design and caliber). Only those officers who have successfully completed the Department’s AR-15 training curriculum will be authorized to carry and/deploy the Law Enforcement Carbine.

1100.18.2 Each new police officer will complete a course of fire during the initial training period.

1100.18.3 Each police officer will complete a course of fire at least two (2) times per year for each type of Department issued long arm weapon.

1100.18.4 The ability to shoot any firearm properly is determined by the Range master or Firearms Instructor, based on the employee’s demonstrated abilities.

1100.18.5 The firepower potential of the police shotgun is vastly greater than the handgun. As such, this policy does establish recognition of this fact and governs the use of the police shotgun by police officers of this Department.

1100.18.6 Occasionally, a police officer needs a weapon which exceeds the potential of the handgun. The police shotgun, as an offensive weapon, addresses this need. Police officers must remember that the police shotgun, nor any single weapon, is the "perfect" weapon for any and all situations. In addition to the psychological advantages which the police shotgun has in inhibiting the would-be assailant, the shotgun is one of the most potent close range weapons in the world. Beyond (25) yards, however, the shotgun's effectiveness rapidly begins to diminish. These three conditions make the shotgun a weapon which is ideal for police use. It is psychologically effective, provides sufficient firepower, and its short range potential reduces the chances of innocent persons being injured or whas inn-ces tu or whasex

1100.18.9 As with any weapon, the shotgun and AR-15 have their own limitations. All officers should be familiar with those limitations, so the weapon can be utilized to its full efficiency while minimizing danger to the officer and bystanders.

- (a) The shotgun is a short-range weapon, therefore shots over (25) yards should be avoided. An officer should maneuver into proper range rather than fire indiscriminately at a target out of effective range.
- (b) The shot pattern increases with distance. At (25) yards, with Department approved ammunition, the weapon pattern is approximately (30) inches in diameter. As the pattern increases the possibility of hitting unintended persons substantially increases. However, officers must bear in mind that a load fired from the police shotgun can cause injury or death at distances substantially farther than (25) yards.
- (c) Care must be exercised when firing the weapon in and around buildings as the projectiles will penetrate walls, doors and other building materials. At close ranges the projectiles are still capable of causing serious injury after exiting from walls, etc.
- (d) The AR-15 is a long range weapon with an effective firing distance of 300 yards. However, the Department recommended firing range is 100 yards or less.
- (e) All personnel must note the conditions of the area, including third parties, buildings, vehicles and other factors when determining the appropriateness of deploying the AR-15.

1100.18.10 It is necessary to establish safety procedures in the handling of this weapon.

- a. Storage: When a long arm weapon is removed from a vehicle's storage rack, it shall be placed in the Department Armory, the officer's secured department locker or other Department approved location (based on supervisor approval).
- b. Field Inspection: At the beginning of each watch, the shotgun and AR-15 shall be inspected for any damage. If any damage is apparent, the particular long arm weapon shall be taken out of service with a written report detailing the apparent damage or defect.

DO NOT ATTEMPT TO REPAIR ANY LONG ARM WEAPON.

- c. Unloading: After a situation in which the weapon had a round loaded into the chamber, extreme care must be taken when it is unloaded. As soon as possible under existing conditions, the weapon should be unloaded and returned to a "ready" state. If it is not possible to unload the weapon at the scene due to crowds, media, etc., place the safety on and return the weapon to its rack in the vehicle until such time as the weapon can be unloaded safely in a more secure area.

1100.18.11 All rules, regulations, and policies governing the use of deadly force apply equally to the police shotgun, AR-15 and other firearms.

In addition to the above, the following policies will govern the use and handling of the long arm weapons:

- (a) The department Shotgun is to be stored in the Department Armory located in the station when not being used by the current or oncoming watch. It shall be the responsibility of the officer going off duty to properly secure these weapons prior to the end of watch.
- (b) The Officer's assigned AR-15 is to be stored in the Department Armory located in the station or in the officers secured department locker when not being deployed on duty.
- (c) The long arm weapons will be removed from the vehicle for servicing of the weapon or vehicle.
- (d) Whenever a patrol vehicle is removed from control of the Police Department, the long arm weapons shall be removed and stored by the employee relinquishing control of the vehicle.
- (e) Whenever and for whatever reason that a long arm weapon is being carried by a police officer, that officer shall take all reasonable precautions to avoid instilling fear or apprehension on the part of bystanders.
- (f) A long arm weapon may be carried on any call that the officer has information that firearms are present or there is a distinct probability that deadly force may be used or suspects encountered would be armed with a firearm. Proper tactical considerations shall be utilized when deploying a long arm weapon.
- (g) Following any deployment of a long arm weapon the officer deploying the weapon shall notify their supervisor of the circumstances regarding the deployment and the rationale for deploying the weapon.
- (h) Whenever a long arm weapon is used as an instrument of force its use shall be documented as outlined in Section 700.9 of this manual.
- (i) Officers deploying long arm weapons to the range/training should conceal the weapon in a weapon case prior to leaving the station. Officers may load the weapon directly into a police vehicle w

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(d) Officers are to advise the dispatcher of the identification numbers of the shotgun and AR-15 as part of their log on information. Communications is to log that information in the Station Log.

(e) At the conclusion of the watch, the shotgun shall be removed from the vehicle, unloaded, and stored in the Department Armory unless the vehicle is to be used immediately by the on-coming watch. The officers AR-15 shall be removed from the vehicle, unloaded and either stored in the Department Armory or in their secured department locker.

(f) The Armory shall remain closed and locked at all times.

(g) Damaged weapons and ammunition shall be reported to the on-duty Watch Commander. The Watch Commander is responsible for reporting the problem to the Range master and/or Armorer prior to the end of watch.

(1) Weapons damaged in a manner that may affect their operational ability should be taken out of service, tagged as out of service, and secured in the armory.

(2) Ammunition that is damaged in a manner that may affect its operational ability is to be taken out of service, sealed in an envelope, marked as damaged, and secured in the armory.

1100.18.12 Checking out and removing the AR-15 during off-duty periods

(a) Officers shall not remove a department AR-15 from the department during off-duty periods without the permission of a Division Commander.

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department members.

(1) Officers are to request permission in writing or electronic form and receive approval prior to removing an AR-15 from the station during off-duty time. The request will include the reasons for checking out the weapon and where it will be used and secured. The Officer's name will not be shared with others or for the use of non-department members.

(2) Officer's will make a CAD entry through dispatch when they take the department issued AR-15 during off duty times and a log note through dispatch when they return. DC [(di)-20.m4 2.695 0 Td5 note(n t)-2 (he)-17d9I <</MCI

1100.18.13 Modification and Accessories

- (a) Any modifications to the assigned patrol rifle must allow the rifle to be secured in the rifle rack in each patrol vehicle.
- (b) All modifications to an assigned patrol rifle must be approved by the Chief of Police, his designee, or the department Range master.
- (c) No alterations or modifications to the rifle's internal workings or trigger group will be authorized.
- (d) All officers requesting modifications to the rifle will have those modifications documented in a Letter of Authorization issued by the range master. Letter of Authorization will be provided to each officer's supervisor and shall be referred to during any weapons inspections.

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1100.19 Courses of Fire

Recommendations for courses of fire may be made by any person and will be made in writing to the firearms instructor.

1100.19.1 The following personnel will review and must approve all recommendations prior to implementation:

- (a) Firearms instructor for applicability to police work.
- (b) Range master for safety on the range.
- (c) Armorer for possible damage to weapons.
- (d) Chief for budgetary impact, legal implications and consistency of policy.

1100.19.2 Several courses of fire may exist at once and be used interchangeably throughout the year.

1100.20 Transportation (Out-of State)

Police officers will not carry or transport a Departmental firearm outside the borders of the State of California, except when performing assigned duties.

1100.21 Transportation of Long Arm Weapons

The magazine shall be loaded to a capacity consistent with industry standards at all times. At all times, the chamber shall be emptied ("ready" state) when the long arm is transported except when circumstances dictate different re: 1100.18.9 (3).

1100.21.1 The chamber shall remain empty and the weapons on safe when transported in the vehicle.

1100.21.2 No Department long arm weapon is to be used by any employee, or any non-employee, for personal or private use.

1100.22 Less-Lethal Force Options

The University Police Department recognizes that its use of force options, and the full scope of consid

The University Police Department shall consider the use of a less-lethal defense instrument to compel an individual to cease his or her actions when such an instrument represents a reasonable option for resolving the situation at hand. Officers are not required to use less-lethal defense instruments in lieu of other reasonable tactics if the officer(s) determine that deployment of the KEP or POC cannot be done safely. The safety of hostages, innocent third party persons, and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

The University Police shall always maintain the goal of establishing control of the situation and the individuals involved while employing the most appropriate level(s) of force necessary to successfully neutralize a physical threat.

1100.22.1 Approved Tier I Less-Lethal Defense Instruments for Police Officers

- (a) Personal canisters of Oleoresin Capsicum spray (OC Spray)
- (b) Defense Batons, including
 - (1) Standard wood composition baton (24 to 29 inches in length).
 - (2) Standard wood composition 36" Crowd Control Baton
 - (3) Collapsible metal composition Baton
 - (4) Standard PR-24 Baton of plastic or metal composition

1100.22.2 Approved Tier II Less-Lethal Defense Instruments for Police Officers

- (a) Remington 870, 12 gauge Less Lethal Shotgun
 - (1) CTS Model 2581 "Super Sock"
 - (2) Physical Specifications: 40 gm, Plastic Cartridge, Fiber Reinforced flexible sock, 2.40" Height, 56gm., 280fps at 10 yards
 - (3) Optimal Range is between 5 to 20 yards
- (b) Taser X-26© Conducted Electrical Weapon (ECD) or equivalent
 - (1) Officers shall only use Conducted Electrical Weapon and cartridges that have been issued by the department.
- (c) Only Department approved, and supplied, projectiles shall be used in Department authorized Less-Lethal Launchers
- (d) The University Police Department also authorizes the use of any other instrument not listed within these Regulations or General Orders that are considered Lethal or Less-Lethal Force options (Tier I or Tier II) when the following conditions exist:
 - (1) When an instrument or object not specifically prescribed is used because an approximate equivalent among prescribed and authorized Department force options has been exhausted, rendered inoperative, or are unavailable, and;
 - (2) The officer using the instrument or object considered the actions of another person represented a threat that was:
 - a. Imminent
 - b.

- (a) An immediate and likely threat to the Parking Enforcement Officer exists, and;
- (b) Assistance from other officers is not at the scene and/or immediately available to intercede or subdue the individual(s) representing the threat.
- (c) Parking Enforcement Officers, upon deploying OC spray to neutralize a subject threatening to harm the officer, shall immediately notify the on-duty Watch Commander (Police).

1100.22.4 Police Officers utilizing Less-Lethal Launchers should consider the following prior to use:

- (a) Situation Factors.
 - (1) Before discharging less-lethal projectiles, the officer should consider the following factors:
 - a. Severity of crime or incident,
 - b. Subject's capability to pose an immediate threat to the safety of officers or others,
 - c. If the subject is actively resisting arrest or attempting to evade arrest by flight,
 - d. The credibility of the subject's threat as evaluated by the officers present, & physical capacity/capability,
 - e. The proximity of weapons available to the subject,
 - f. The officer's versus the subject's physical factors (i.e., age, size, relative strength, skill level, injury/exhaustion, the number of officer(s) versus subject(s),
 - g. The availability of other force options and their possible effectiveness,
 - h. Distance and angle to target,
 - i. Type and thickness of subject's clothing,
 - j. The subject's actions dictate the need for an immediate response and the use of less-lethal instruments, specifically the KEP, is appropriate.
 - (b) The manufacturer's recommendations regarding deployment when using less-lethal instruments, but are not solely restricted to use according to these manufacturer recommendations. Each tactical situation must be evaluated on the totality of circumstances at the time of deployment.
 - (c) Officers should avoid holding both a drawn firearm and a drawn CEW at the same time unless lethal force is justified.
 - (d) In cases where the use of deadly force is justified or immediate incapacitation must be accomplished to prevent death or serious injury, officers are authorized to consider close range or extended range shots involving distances of less than 5ft and greater than 35 yards.

(e) Any officer who encounters a scenario in which a Less Lethal Force option can be considered shall have the authority to utilize any Less Lethal instrument authorized by the Department.

(f) Whenever possible, the use or the impending use of a Less Lethal instrument shall be done when there is a second or more officer(s) at the scene.

(1) To assure that a secondary use of force option, including lethal force, can be immediately employed if the Less Lethal option fails or is ineffective, or the scenario changes and the use of Lethal Force becomes the more appropriate option;

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~~1. (1) To assure that a secondary use of force option, including lethal force, can be immediately employed if the Less Lethal option fails or is ineffective, or the scenario changes and the use of Lethal Force becomes the more appropriate option;~~

completion of the watch commanders' current shift. This report shall include:

- (a) A summary of the initial call or condition
- (b) A summary of any observed or reported injuries and the course of medical care provided
- (c) Other uses of less-lethal or lethal force
- (d) Status and condition of the officers involved in the event

1100.22.7 Training

- (a) Police personnel who have successfully completed an approved course of training by department training staff shall be authorized to use Less-Lethal Launcher units.
- (b) Parking Enforcement Officers shall complete training module(s) in the use of the Oleoresin Capsicum (OC) spray as prescribed.

1100.22.8 Storage and transport

- (a) Shotguns shall be carried with four rounds in the magazine in the tube, no round in the chamber, slide closed, and safety "ON." This condition is known as "Patrol Ready."
- (b) At the conclusion of the watch, control of the less-lethal instruments shall be given to the on duty watch commander. Less-lethal instruments should be stored in the Armory when not being used by the current shift.
- (c) Officers shall inspect Less Lethal Launchers assigned to them at the beginning of each shift to ensure that it is properly functioning and in good working order.
- (d) Officers shall ensure that the Less-lethal instruments are equipped with department-authorized projectiles.
- (e) The CEW may be carried either as a part of a uniformed officer's equipment in an approved holster or secured in the driver's compartment of the officer's vehicle so that it is readily accessible at all times.
 - (1) If the Conducted Electrical Weapon is carried as a part of a uniformed officer's equipment, the CEW shall not be carried on the same side as the officer's duty weapon.
 - (2) All Conducted Electrical Weapon shall be clearly and distinctly marked to differentiate them from the officer's duty weapon and any other device.
 - (3) It is highly recommended that officers have one or more extra cartridge readily available while carrying a CEW.

1100.23 Electronic Control Device (Taser)

As with any law enforcement equipment, the Conducted Electrical Weapon has limitations and restrictions requiring consideration before its use. The Conducted Electrical Weapon should only be used when its operator can safely approach the subject within the operational range of the Conducted Electrical Weapon. Although the Electronic Control Device rarely fails and is generally effective in subduing most individuals, officers should be aware of this potential and be prepared with other options in the unlikely event of such a failure.

1100.23.1 Authorized and trained police personnel may use an Conducted Electrical Weapon when circumstances known to the individual officer at the time indicate that the application of the Conducted Electrical Weapon is reasonable to subdue or control:

- (a) A violent or physically resisting subject, or
- (b) A potentially violent or physically resisting subject if, the subject has verbally or physically demonstrated an intention to resist; and)33 -1.1w 7.98 0 0 7.98 366.36

intentionally directed into the eyes of another as it may permanently impair their vision.

The fact that a verbal and/or other warning was given or reasons it was not given shall be documented in any related reports.

1100.23.5 Report of Use

All Conducted Electrical Weapon discharges shall be documented in the related arrest/crime report and reported to supervisor. The report documenting the discharge of an Conducted Electrical Weapon cartridge will include the cartridge's serial number and an explanation of the circumstances surrounding the discharge.

Accidental discharges of an Conducted Electrical Weapon cartridge the employee shall advise their supervisor of the Accidental Discharge.

The on-board Conducted Electrical Weapon memory will be downloaded through the dataport and saved by at the direction of the Administrative Services Division Commander with the related arrest/crime report.

1100.23.6 Medical Treatment

Any person who has been subjected to the electric discharge of an Conducted Electrical Weapon and/or struck by Conducted Electrical Weapon darts shall be provided an appropriate medical review and released prior to any form of custodial booking. Individuals who have been subjected to the electric discharge of an Conducted Electrical Weapon and/or struck by Conducted Electrical Weapon darts and who are also suspected of being under the influence of controlled substances and/or alcohol should also be examined by paramedics or other qualified medical personnel as soon as reasonably practical.

Any person struck with Conducted Electrical Weapon darts or injured by a probe shall be provided First Aid or other appropriate medical attention as soon as practical after the. Used Electronic Control Device darts shall be considered a sharp biohazard, similar to a used hypodermic needle, and disposed of accordingly.

Officers may remove the darts from the suspect's body only in accord with prescribed training. Officers are to wear latex gloves when removing darts.

1100.23.7 Training

In addition to the initial department approved training required to carry and use an Conducted Electrical Weapon, any personnel who have not carried an Conducted Electrical Weapon as a part of their assignment for a period of six months or more shall be recertified by a department approved Conducted Electrical Weapon instructor prior to again carrying or using the device.

A reassessment of an officer's knowledge and/or practical skill may be required at any time if deemed appropriate by the department's Training Manager.

1100.23.8 It is necessary to establish safety procedures in the handling of this weapon.

trends that could indicate training needs, equipment upgrades and/or policy modifications.

1100.25 Records

All firearms training, Less-Lethal Launcher training, and qualification records will be maintained by the Rangemaster and Department Training Manager.

1100.25.1 All firearms repair, inspection, and malfunction records will be maintained by the Rangemaster and Department Training Manager.

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