



# University of California, San Francisco

## Police Department General Orders

Issued: 6/25/07  
Revised: 2/9/11

### 4.3 USE OF FORCE

#### 4.3.1 Progressive Use of Force (Revised: 6/04/08)

##### A. Definitions

1. Officer - for the purpose of this order, "Officer" shall refer to sworn personnel authorized to carry a weapon.
2. Threat - any person resisting arrest and/or demonstrating the intent, having the means, and the opportunity to inflict injury, serious physical injury, or death.
  - a. Assessment of Threat: must demonstrate all three elements (intent, means, and opportunity) in order to be construed as an immediate threat, and prior to the use of force.
    - (1) Intent: the threat must demonstrate intent to inflict physical injury or resistance to being controlled through body language and/or verbalization.
    - (2) Means: the threat must have the physical capability to carry out the articulated aggression or resistance.
    - (3) Opportunity: the threat must have access to the officer and/or object to carry out the articulated or perceived aggression.
3. Physical Force - physical contact with a suspect in order to gain physical control of him/her.
3. Deadly Physical Force - physical force that is readily capable of causing serious physical injury or death.
4. Physical Injury - impairment of physical condition or substantial pain.
5. Serious Physical Injury - physical injury that creates a substantial risk of serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of any bodily organ or death.
6. Deadly Weapon - any instrument or article specifically designed for and presently capable of causing serious physical injury or death.
7. Dangerous Weapon - any instrument or article used, attempted to be used or threatened to be used, is readily capable of causing serious physical injury or death.
8. Reasonable Belief - what a prudent and rational person, in the same set of circumstances would believe.
9. Firearm - a weapon which is designed to expel a projectile by the action of powder and which is readily capable of use as a weapon.
10. Extended Range Impact Munitions - a less lethal, extended range impact device fired from a gas gun or shotgun.

##### B. General Policy



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1. An officer shall only use that force reasonably necessary in the performance of the duties in the following circumstances:
  - a. To prevent the commission of a crime;
  - b. To prevent a person from self-inflicted injury,
  - c. To effect the lawful arrest of a person,
  - d. In self-defense or in the defense of another person.
  - e. To perform a lawful stop of a person and to ensure the safety of the officer, the person being stopped or other persons who are present;
  - f. To take possession of an object which the officer reasonably believes to be a dangerous or deadly weapon discovered during a pat search of a stopped person;
  - g. To perform community policing functions, including entering or remaining on the premises of another as necessary to prevent serious harm to any person(s) or property, to render aid to injured or ill persons, or locate missing persons;
  - h. To destroy seriously injured or dangerous animals when other disposition is impractical; and at the Watch Commander's directive.
2. No officer shall use unreasonable or excessive force toward any person.
3. The degree of force that is used shall be in direct proportion to the amount of resistance employed by the person or the immediate threat the person poses to the officer or others.
4. Whenever possible, any force used shall be progressive in nature and that progression shall not proceed beyond the suspect's submission or the point at which the officer gains control of the suspect.
5. Force shall never be used as a means of punishment.
6. Principles of Force Justification
  - a. If the level of force is justified, the implementation or delivery system used is of no significance.
  - b. Risk of potential injury to the threat should not deter lawful use of force.
7. It is incumbent on the officer to overcome the threat's resistance as quickly as possible and to minimize the possibility of injury (or degree of injury) to the officer.

## C. Use of Force Continuum

The Use of Force Continuum is a guide or model used when discussing the use of force. The continuum is a visual aid to assist in the understanding of the implementation of use of force and should not hinder or restrict an officer from using the necessary and appropriate force to contain the situation. Increasing or decreasing the level of force should be based on the officer's objective reasonableness based on their training and experience.



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1. Level One: Presence  
An officer has an expectation that inappropriate/unlawful behavior will cease upon the officer's arrival, and display of the officer's badge:
  - a. Display of authority
    - (1) Uniform/raid jacket
    - (2) Marked patrol unit
    - (3) Display of identification/badge
  - b. Body language or demeanor
  - c. Use of force option
2. Level Two: Verbal Commands
  - a. Questioning (Ask): an officer has the legal authority to stop and question individual(s) suspected of misconduct/unlawful activity
  - b. Persuasion (Advise): advising the suspect to comply with the officers directives is always preferred over physical force
  - c. Direct orders (Order): clear and concise verbal commands
  - d. Verbal commands must be:
    - (1) Given by an officer
    - (2) Simple
    - (3) Avoid the use of profanity
3. Level Three: Physical Contact
  - a. Directional (i.e. voice commands)
  - b. Escort hold
  - c. Point of no return: force must be maintained to ensure officer safety and control of threat.  
If the threat causes a reaction by forcing an escalation from Level Three into Level Four, no reverse of level of force lower than Level Four will occur until there is complete control of the threat the threat is either handcuffed or secured.
4. Level Four: Physical Control
  - a. Temporary restraints
  - b. Pressure points manipulation
  - c. Takedown techniques (i.e. hair pull, cross face, bar arm, etc.)
5. Level Five: Serious Physical Control
  - a. Aerosol chemical deployment (OC)
  - b. Focused blows
  - c. Impact weapons
    - (1) short range: batons and weapons of necessity
  - d. Police canines
6. Level Six: Deadly Force  
Is any force that under the circumstances in which it is used, is readily capable of causing serious physical injury or death. Injured persons need to be closely monitored and subsequently examined by medical personnel



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to verify the extent of their injury. Care shall always be taken to position persons in custody in a manner to avoid positional asphyxia.

## **4.3.2 Use of Deadly Physical Force in Defense of Human Life (Revised: 2/22/08)**

Deadly force shall only be used when the officer reasonably believes that the action is in defense of human life, including the officer's own life, or in defense of any person in imminent danger of serious physical injury.

## **4.3.3 Use of Force to Apprehend a Fleeing Felon**

Lethal force may be used to apprehend a fleeing suspect when there is reasonable cause to believe that such person has committed a felony involving the use or threatened use of deadly force, is armed and/or is an immediate or imminent threat to life.

## **4.3.4 Policy Training (Revised 10/15/08)**

- A. An Officer shall be instructed in and have access to electronic and hard copies of General Order 4.3 "Use of Force," prior to authorization to carry lethal and less lethal weapons.
- B. An Officer authorized to carry or use a firearm shall receive a minimum of annual firearms training, including practical and instructional training.
- C. Police Officers below the rank of Lieutenant will receive training annually in Defensive Tactics, including a review of policy, procedure, and State Statutes pertaining to the Use of Force; impact weapons techniques, and Oleoresin Capsicum procedures.
- D. The Professional Standards Lieutenant will determine the frequency and type of training for specialized weapons in relation to Use of Force.
- E. Use of Force training will be presented annually, documented and recorded in each officer's training file by the Professional Standards Unit.

## **4.3.5 Containment/Restraint Devices**

- A. Control is achieved by placing restraint devices (i.e. handcuffs and leg restraints) on the suspect's limbs to temporarily restrict the suspect's movement. Officers should only use department-approved restraint devices which they have been trained to use, except in extenuating or emergency situations.



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- B. Any officer taking a suspect into physical custody shall utilize handcuffs for control of the suspect as soon as practical. Handcuffs are to be checked for proper tightness and double-locked as soon as practical after application. Suspects will be handcuffed with their hands behind their backs unless extenuating circumstances prohibit that positioning.
- C. Leg restraints are to be applied only when a prisoner is or has been struggling or kicking and there is a risk of injury to person(s) or damage to property. At no time shall a handcuffed prisoner be placed in a prone position with their restrained feet tied to their handcuffs or waist area (i.e. hogtied).

#### 4.3.6 Less-lethal Weapons (Revised: 6/04/08)

To successfully respond to situations requiring justifiable use of reasonable force and minimize risk to the public and the officer(s) involved, specific less-lethal weapons are authorized for use by Police Officers. Where lethal force is not authorized, officers should assess the circumstances in order to determine which less-lethal technique or weapon will safely deescalate the incident and bring it under control in a safe manner.

The authorized less-lethal weapons are Chemical Agents, Oleoresin Capsicum, and Impact Weapons (i.e. batons). These weapons are not listed in any intended order of use. The Chief of Police may designate by general order additional less-lethal weapons authorized for use by Police Department members.

- A. Oleoresin Capsicum (OC)
  - 1. Uniformed patrol officers shall carry a container of Police Department issued 10% Oleoresin Capsicum (OC) pepper spray while on duty. The Equipment Officer shall record the issuance in the Officer's "Issued Equipment Form."
  - 2. OC shall only be used when a suspect is not under physical control and she/he poses an immediate threat of inflicting injury upon an officer, a citizen or her/himself.
  - 3. OC shall not be discharged into an enclosed area unless the ability to enter and remove any person who may be incapacitated exists.
  - 4. An arresting officer will within a reasonable time period, provide the opportunity to any person exposed to OC to thoroughly flush affected parts of the body with water.
  - 5. OC may be used on an animal as a deterrent to aggressive behavior when it poses an immediate threat of inflicting injury to an Officer or others.
- B. Impact Weapons



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1. Uniformed patrol officers will have a Police Department issued Monadnock 26” expandable baton and a 26” wooden straight baton. The Equipment Officer shall record the issuance in the Officer’s “Issued Equipment Form.”
  2. A police baton shall only be used when a suspect is not under physical control and poses an immediate threat of inflicting injury upon an officer, a citizen or him/herself.
  3. To reduce the possibility of inflicting a lethal or permanently disabling blow, a strike is not to be directed to the head or neck unless deadly force is justified.
  4. Impact weapons should not be used except in emergency situations.
- C. Chemical Agents
1. Tear gas will only be used in extreme circumstances where a serious danger to life and property exists and all other methods of control or apprehension would be ineffective or more dangerous.
  2. Use of tear gas must be reported to the Watch Commander.
- D. Other Less-lethal Weapons
- Other forms of less-lethal weapons should not be used except in emergency situations. However, in all cases the weapon/force used shall be in compliance with General Order 4.3.1(A)(B), “Progressive Use of Force.”
- E. Officers are authorized to use department-approved less-than-lethal force techniques and issued equipment for resolution of incidents, as follows:
1. To protect themselves or another person from physical harm; or
  2. To restrain or subdue a resistant individual; or
  3. To bring an unlawful situation safely and effectively under control.
- F. When considering using Oleoresin Capsicum (OC) spray, officers need to be aware of the following special considerations:
1. Ability to provide first aid,
  2. Proximity of suspect, other persons, including themselves,
  3. Ventilation System inside of buildings, and
  4. Persons with known history of cardiac and respiratory problems
- G. When using OC spray, officers should be aware of the symptoms of persons who may be at-risk of Position Asphyxia:
1. Cocaine-induced bizarre or frenzied behavior
  2. Drugs and/or alcohol intoxication
  3. Obese persons
  4. Persons with an enlarged heart



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- H. Prisoners shall be treated in a fair and humane manner at all times as provided by law. They shall not be subjected to physical force other than as may be required in subduing violence, assuring detention, or as necessary in overcoming physical resistance offered in disobedience to a lawful order. No employee shall strike a prisoner or suspect except when necessary in the prevention of an escape, in self defense, or in the prevention of violence to another person. Any determination concerning the propriety of force used will be based on facts and the information available to the employee at the time force was employed, and not upon information gained after the fact.
- I. Use of less-lethal weapons, except in a training situation, must be documented in incident reports and on the Use of Force form as noted in General Order 4.3.17, "Use of Force Report."
- J. Training
1. Officers are not authorized to carry/use any less-lethal weapon until formally trained by an authorized instructor.
  2. The Police Department will provide authorized personnel with annual training and inspection of the use of the less-lethal weapon(s) they are authorized to carry. Training will be noted in the Officer's training files.
  3. Department issued weapons (OC spray and batons) will also be inspected and tested by the qualified weapons instructor during each training session and prior to issuing the weapon for deployment. The test, inspection and/or deficiency of weapons shall be noted on the training roster log. The instructor shall:
    - a. Check all students' OC spray for expiration (no more than 4 years from date of manufacturing date) and proper spray discharge.
    - b. Check all students' Monadnock 26" expandable baton for full range expansion, locking, releasing and collapsing.
    - c. Check all students' 26" wooden baton for cracks and grommet wear.
  4. All weapons that fail the test and inspection shall be removed and replaced by the qualified weapons instructor. The instructor shall return the defective equipment to the Equipment Officer for destruction and/or warranty replacement claim with the manufacturer (if applicable). The Equipment Officer shall note the deficiency and replacement of the weapon in the officer's "Issued Equipment Form."
  5. Any Officer who fails to demonstrate proficiency with authorized less-lethal weapon(s) during annual training shall have a 15 calendar day grace period to receive additional training from an authorized instructor and to meet the proficiency standards.



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- a. If an Officer is unable to qualify during this grace period the officer will be assigned to an authorized instructor for further training.
- b. Disciplinary action may be taken if the Officer is still unable to meet the proficiency standards following the additional training.

## **4.3.7 Authorized Firearms and Ammunition (Revised 7/15/09)**

The Police Department will issue a firearm to all officers.

- A. An Officer, while in uniform, will carry the Police Department issued firearm unless they have requested and been approved for an ADA accommodation in accordance with General Order 4.3.10, "Personally Owned Firearms."
- B. The firearm issued by the Police Department is the Sig Pro P2340 .40 caliber semi-automatic pistol or the Sig Sauer P226 .40 caliber semi-automatic pistol along with three 12-round magazines. The Range Master shall record the issuance of the weapon in the "Firearms Inventory Log."
- C. The Police Department issued ammunition will be .40 caliber, 180 grain, jacketed hollow point, and factory loaded as approved by the Chief of Police.
- D. Plain clothes sworn personnel are allowed to carry .380, 9mm, .40 calibers, or .45 calibers and have at least two 8 round capacity magazines and a barrel length of at least 2 ½" but not more than 6" as their primary firearm. Sworn personnel shall follow the provision as outlined in General Order # 4.3.10 (2), "Personally Owned Firearms - Approval Procedure."
- E. Officers will carry a fully loaded firearm while on duty with two additional fully loaded magazine to reload his/her firearm.
- F. All officers are responsible for ensuring their duty firearm is in good working order and to immediately report any broken or malfunctioning weapon to the Watch Commander. Only a Police Department Armorer is authorized to work on or repair Police Department issued firearm.
- G. All firearms and shotguns that are not issued or assigned shall be inventoried by the Range Master and stored/locked in the Amory.
- H. Duties of Armorers
  1. The Armorer shall conduct an initial and annual inspections of all Police Department issued firearms, personally owned firearms, Police



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Department shotguns and patrol rifles before the firearm is carried by an officer. This inspection may occur as often as needed, but not less than annually.

2. Inspections of Police Department owned firearms will include deconstruction, cleaning and test firing. In addition the Armorer will make or cause to be made, any necessary repairs to the firearm.
  3. Inspection of personally owned approved duty firearms shall include field stripping and test firing. Any necessary repairs to personally owned firearms will be at the officer's expense and shall be completed by a factory trained armorer or gunsmith.
  4. If the Armorer determines that a Department owned firearm is not serviceable, the Armorer will retain the firearm and forward the firearm with a written explanation to the Firearms Coordinator. The Armorer will also notify the officer's supervisor.
    - a. If the defective firearm is a department issued firearm, a replacement department firearm will be issued to the officer.
    - b. If the firearm is a personally owned firearm, the firearm will be returned to the Officer.
  5. The Armorer will document the inspection of each firearm on the Firearms Qualification log sheets.
  6. The Professional Standards Unit will retain the "Firearms Qualification Log Sheet" containing the completed log sheets. These records will be maintained as long as the firearm remains in service.
- I. Range use:  
Attendance at the range will be maintained by the Range Master. Officers are required to log in whenever using the range. Officers noting malfunctions or damage to the range equipment shall notify the on-site Firearms Instructor about any needed equipment repairs.
- J. The Chief of Police is the only authority to approve weapons to be used on and off duty of Police Department members.
- K. Officers shall not unnecessarily unholster, clean, repair or unload their firearm.
- L. Non-uniformed officers shall not unnecessarily display their firearm in public.
- M. The Range Master shall approve any after-market accessories placed on any Department owned or personally owned pistol used on duty.



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### 4.3.8 Personally Owned Firearms

#### A. Personally Owned Firearms Carried On Duty

1. The Police Department issues a professional quality firearm to all officers. In order to maintain consistency in training, ammunition, firearms, and associated equipment, the use of personally owned firearms while on uniformed patrol duty, as the primary firearm, is prohibited unless an ADA accommodation is required. To obtain approval to carry a personally owned firearm while on duty, an officer must document in writing via the chain of command to the Chief of Police why the Police Department issued firearm is not suitable. Provide proof of ADA accommodation requirement, and describe why their personally owned firearm is more preferable. In addition, an officer's personally owned firearm must be approved pursuant to General Order 4.3.10 (2), "Approval Procedure."
  - a. An approved ADA accommodation firearm carried while on uniformed patrol may be a .380, 9mm, .40 calibers, or .45 calibers, and have at least an 8 round capacity and a barrel length of at least 3.5" but not more than 6".
2. Approval procedure for a personally owned firearm to be carried on duty:
  - a. For initial approval the requesting officer will submit a written explanation of justification and a "Personal Firearm Approval Request form," along with the firearm, holster, and magazine holders to the Police Department Armorer for a safety inspection and test-firing. If the Police Department issued equipment is not compatible with the Officer's personally owned firearm, the officer shall purchase appropriate equipment at his/her own expense. This equipment must be consistent with the Police Department uniform policy, and approved by the Chief of Police.
  - b. The officer must pass a safe handling exercise and qualification shoot with the firearm.
  - c. A request form will be forwarded to the Chief of Police via the chain of command for final approval.
  - d. The original approval form will be placed in the Officer's personnel/training file with copies provided to the Officer's immediate supervisor and the Officer.
  - e. The Officer can begin carrying the firearm only after final approval is given.
  - f. The Police Department will provide .40 caliber ammunition for the primary firearm for training, re-qualification and duty use.
3. Backup Firearm



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- a. Officers may carry a personally owned backup firearm provided that:
    - (1) The Officer has followed the approval procedure in “a” above,
    - (2) The backup firearm is holstered and concealed only in conjunction with the officer’s primary firearm and never alone as a primary firearm.
    - (3) The Officer has advised the Watch Commander that the officer carries a backup firearm and where the firearm is holstered.
  - b. Officers are only authorized to use their backup firearm when their primary firearm is not available due to extenuating circumstances i.e. duty firearm has malfunctioned—lost retention of their duty firearm.
  - c. Approved backup firearms are required to use the same type of Department issued duty ammunition as outlined in General Order 4.3.7(C), "Authorized Firearms and Ammunition."
- B. Personally Owned Firearms for Carrying Off Duty
1. To obtain approval to carry a personally owned firearm off duty, the firearm must fit within the following guidelines:
    - a. Be a “professional” quality double action revolver or a semi-automatic pistol.
    - b. Caliber shall be .380 or greater
    - c. Barrel length shall be at least 2, but not more than 6 inches.
    - d. The firearm will have at least a 5 shot capacity.
  2. All ammunition for personally owned off duty firearms shall be provided by the officer at the officer’s expense and shall fit within department guidelines (listed below)
    - a. .38 special, 125 grain, hollow point
    - b. 9mm, 147 grain, hollow point
    - c. .45 ACP, 230 grain, hollow point
    - d. .40, 180 grain, hollow point
    - e. .380, 90 grain, hollow point
    - f. .357, 125 grain, hollow point
  3. The Police Department does not issue equipment for off-duty firearms.
  4. Approval procedure for personally owned firearms to be carried off-duty:
    - a. The officer will pass a safe handling exercise and qualification shoot with the firearm documented in the Firearms Qualification Log Sheet. The officer will be required to provide his/her own ammunition for their off duty firearm qualification,



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- b. The Firearms Qualification Log Sheet will be placed in the officer's personnel/training file with a copy provided to the Range Master.
- c. The officer will begin carrying the firearm only after final approval is given.

## C. Prohibited Weapons

An officer is prohibited from carrying while on and off duty: karate or Nunchucka sticks, brass knuckles, blackjacks, saps, sap gloves, switchblades, daggers, or any other such unapproved weapons on or off duty.

### 4.3.9 Special Weapons (Revised: 9/25/08)

Only an officer demonstrating a proficiency in the use of agency authorized special weapons is permitted to carry or use such weapons. Special weapons training will be monitored by a certified weapons instructor.

#### A. Shotguns

- 1. Police Department shotguns will be Remington 870 12 gauge loaded for patrol carry with four Department approved 00 buckshot cartridges. Three additional "00" buckshot and three Department approved rifle slugs cartridges will be carried in the shotgun side saddle. Rifle slugs will be used only in special situations.
- 2. When in service, shotguns will be secured in an electric locking device in each marked patrol unit with the chamber empty, full magazine, action lock closed, and the safety on.
- 3. An officer will conduct the following safety check of the shotgun in their vehicle at the beginning of the shift: the shotgun will be removed from the vehicle and unloaded; the officer will visually and manually ensure the weapon is empty, and then check the barrel for obstructions. The shotgun will be reloaded and replaced with a full magazine and empty chamber.
- 4. A shotgun will be removed from the vehicle and secured in the weapons locker prior to delivery of the vehicle for maintenance. The shotgun will be stored with the action open, safety on, and the magazine and chamber empty.
- 5. Shotgun familiarization training will be conducted by the Department annually. Course content and qualification will be determined by the Range Master.

#### B. .223 cal. Semi-Automatic Patrol Rifle

- 1. The authorized patrol rifle issued by the Department shall be the Colt Model 6721 LE AR15 Tactical Carbine. The Colt Model 6721 LE AR15



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- Tactical Carbine has a 16” heavy barrel and a four position adjustable butt stock. No personally owned rifles may be carried for patrol duty unless approved in writing by the Chief of Police and then only after inspected and approved by the Range Master.
2. The patrol rifle is outfitted with a nine volt Pentagon light, EoTech Holographic Diffraction Sight (HDS) system, fixed front and flip-up rear iron sights, one 30 round, two 20 round magazines, 64 rounds of .223 ammunition, two-point tactical sling, and a soft rifle carry case.
  3. The Range Master shall approve any after-market accessories placed on the patrol rifle. The officer must qualify with the weapon with any such accessories installed before it is deployed. Installation of after-market accessories may require installation by a certified armorer.
  4. Only approved department issued, factory loaded .223 center fire, jacketed, 55-64 grain ammunition will be carried in any rifle while on duty.
  5. Officers shall not carry or utilize the patrol rifle unless they have successfully completed a 16 hour Basic Patrol Rifle Operator’s course, and successfully completed the department Rifle Qualification course.
  6. Patrol rifle familiarization training and qualifications will be conducted by the department annually. Course content and qualification will be determined by the Range Master.
  7. Officers shall be required to field strip, clean and lubricate an assigned patrol rifle as needed. Maintenance of the patrol rifle beyond operator level maintenance and cleaning shall be performed by a certified Colt Armorer or his/her designee. Rifles found to be unsafe shall notify the Armorer with a written explanation of the deficiency (General Order # 4.3.7 (H), “Duties of Armorer”).
  8. When in service, patrol rifles will be secured in an electronic locking device in each marked patrol vehicle with the chamber empty, bolt forward, hammer down, magazine loaded with 18 or 28 rounds (respectively) in the magazine well, and the safety on.
  9. Patrol rifles carried to and from vehicles or other administrative areas in a non-emergency situation will be carried either in a protective case or slung unloaded, bolt open, muzzle down, with the safety on. Patrol rifles should be carried in a protective case when in the view of the public.
  10. No person shall load or unload a rifle while inside any building including any police buildings except when police action is required or at an approved weapons clearing station. The patrol rifle will always be pointed in a safe direction when transporting to and from the patrol vehicle or when loading and unloading.



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11. An officer will conduct the following safety check of the patrol rifle at the beginning of his/her shift:
  - a. The patrol rifle will be inspected outside of any vehicle or building with the magazine removed. The action will be open with no ammunition chambered.
  - b. The patrol rifle will be checked for cleanliness and proper functioning.
  - c. A functions check will be done in the following manner:
    - 1) Remove magazine,
    - 2) Open action and lock bolt back,
    - 3) **VISUALLY AND PHYSICALLY INSPECT TO ENSURE THAT IT IS UNLOADED.**
    - 4) Point muzzle in a safe direction,
    - 5) Let bolt and bolt carrier close (do not pull trigger and leave hammer in cocked position),
    - 6) Place selector lever in SAFE position,
    - 7) Point the muzzle in a safe direction and pull the trigger (the hammer should not fall),
    - 8) Switch to FIRE position and pull the trigger (the hammer should fall),
    - 9) Hold trigger to the rear and pull charging handle to the rear and release (slingshot forward),
    - 10) Release pressure on trigger slowly until the trigger is fully forward (an audible click should be heard and the hammer should not fall),
    - 11) Pull the trigger again and the hammer should fall.
    - 12) Check batteries on EoTech Sighting system, and
    - 13) Check Batteries on Pentagon Light system.
12. Patrol rifles will be removed from the vehicle prior to delivery of the vehicle for maintenance. The patrol rifle will be stored unloaded with the safety on, magazine out, bolt forward in a secure location (e.g., locked locker, locked cabinet, weapons safe.)
13. Officers are responsible for the condition and security of rifles as they are for other issued equipment and may take their patrol rifles home at the end of their shift, but only if they are secured in a locked location (e.g., gun safe, locked cabinet, trigger lock, locked carry case) at their residence. Officers who choose to store their weapons at the Department shall lock their rifle inside of their assigned locker.
14. Patrol rifles shall not be stored in a privately owned vehicle except when traveling between work and home or to and from training.
15. Patrol rifles may be inspected by the Watch Commander or Range Personnel at any time and shall be inspected quarterly by the Watch



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Commander or his/her designee. Patrol rifles shall be inspected annually by the Range Master or his/her designee.

- C. Unassigned specialized weapon such as a shotgun, semi-automatic patrol rifle and chemical agent, will be secured in a locked cabinet within the Department Armory. Only a properly trained and authorized Officer is permitted to possess or use any of these weapons.
- D. A Watch Commander has the authority to access specialized weapons when needed to control a situation.

#### **4.3.10 Firearms Qualification**

- A. Officers are required to qualify semi-annually with authorized Police Department issued or personally owned on and off duty firearm(s) with a certified firearms instructor.
- B. Officers, below the rank of Captain, are required to qualify annually with the shotgun, .223 cal. patrol rifle, and any additional special weapon the officer is authorized to use.
- C. Qualification with personally owned firearms will occur annually during scheduled department-wide qualification shoots.
- D. The ISSD Captain and Range Master will determine the schedule of mandatory qualifying course.
- E. An officer who fails to qualify with an on duty firearm, shotgun, or .223 cal. patrol rifle during required qualification shoot shall have a 15-calendar day grace period in which to qualify.
  - 1. If an Officer is unable to qualify during this grace period the Officer will immediately be assigned to a firearms instructor for additional training on the next day of duty.
  - 2. Disciplinary action may be taken if the Officer is still unable to meet the proficiency standards following the additional training.
- F. Authorization to carry a firearm off duty will be rescinded if an officer fails to qualify and will remain in effect until the officer qualifies.
- G. Authorization to use a Police Department specialized firearm will be rescinded if an officer fails to qualify at a mandatory shoot and will remain in effect until the officer qualifies.



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- H. Range scores will be recorded by the Range Master/designee in the Officer's training record as "pass" or "fail." Remediation will be documented in the Officer's training record, and a memo detailing the type of training given and number of attempts to remediate. Qualification records will be maintained by the Professional Standards Unit.

### 4.3.11 Restrictions on the Use of Firearms

- A. An officer is authorized to discharge a firearm only as previously described in this policy and:
  - 1. When destroying a severely injured animal for humane purposes when other options are not available or practical, and when authorized by the Watch Commander.
  - 2. When destroying a dangerous animal that is posing an immediate threat to the Officer, another person or an animal.
  - 3. When directed during authorized firearms training.
  - 4. While pursuing off duty lawful recreational activities.
- B. An officer is prohibited from discharging a firearm under the following circumstances:
  - 1. Firing a warning shot.
  - 2. Firing at or from a moving vehicle unless the circumstances meet the conditions stated in General Order 4.3.2, "Use of Deadly Physical Force."
- C. An officer is prohibited from carrying or discharging a Police Department owned or authorized firearm when under the influence of alcohol or drugs.
- D. Police Department owned handguns issued to officers and kept in their homes shall be secured and locked in a handgun security box unless it is in the possession of the officer.

### 4.3.12 Discharging Firearms Report and Investigation

Investigation of police involved shootings--fatal or serious injury incidents are complex and demanding. Such incidents often attract considerable public and news media attention. The consequences of such an incident can be profound and affect many people in the Department and the community. For these reasons, it is the policy of the UCSF Police Department to investigate all such incidents thoroughly and fairly.

- A. The UCSF Police Department will investigate all police involved shootings--fatal or serious injury incidents that occur within the jurisdiction of the University,



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whether they involve UCSF Police employees or employees of another police agency, unless another course of action is determined by the Chief of Police.

- B. Shootings, fatal, or serious incidents in which an on-duty or off-duty UCSF Police Department employee is involved which occur in another jurisdiction will be investigated by that jurisdiction.
- C. The purpose of any criminal investigation conducted under this Order is to:
  - 1. Determine if there exists violation of criminal law,
  - 2. If there is a criminal violation(s), determine the identity of the person(s) responsible for the violation(s), and
  - 3. If there is a criminal violation(s), determine the degree of the crime, any legal or factual defenses to the crime, and the existence of any factors which might mitigate or aggravate the punishment for the violation(s) committed.
- D. An administrative investigation will be conducted concurrently with, but separate from, any criminal investigation of a police involved shooting fatal or serious injury incident conducted under this Order. The criminal investigation shall have priority over the administrative investigation.
- E. The purpose of the administrative investigation conducted under this Order is to determine if there are any violations of policy or procedures of the UCSF Police Department, and if so, the identity of the person(s) responsible for the violation(s).
- F. Types of incidents covered under this Order are:
  - 1. Shootings, accidental or intentional, whether or not there is injury or death,
  - 2. Any intentional or negligent act on the part of an employee of the UCSF Police Department while performing his/her official duties which causes the death of or serious injury to another person, and
  - 3. Any intentional or negligent act on the part of an employee of any outside law enforcement agency while performing his/her official duties in the jurisdiction of the University which causes the death of or serious injury to another person.
- G. All Police Department employees are covered by this Order as defined by University policy and labor contract.
  - 1. Employee is defined as a career employee, casual employee, or contract employees.



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2. Any volunteer employee while actually performing duties at the direction of or with the consent of the Chief of Police.
- H. Investigators, as included in this Order, shall include the following:
1. Criminal investigations conducted under this Order shall be conducted by members of the Investigations Unit, or if unavailable, an investigator assigned by the Chief of Police,
  2. Administrative investigations conducted under this Order shall be conducted by the Professional Standards Lieutenant or as assigned by the Chief of Police,
  3. Sworn or non-sworn employee(s) of the UCSF Police Department assigned by the Chief of Police to conduct the administrative investigation of any incident covered by this Order,
  4. Members of the District Attorney's Office assigned by the County District Attorney to conduct the criminal investigation of any incident covered by this Order.
- I. During the administrative investigation of an incident covered by this Order, the investigator shall follow Department and University policies.
- J. Interviews conducted by investigators, both criminal and administrative, under this Order shall be consistent with the requirements of University policy and Government Code Sections 3300, et seq. (Public Safety Officers Procedural Bill of Rights) and the Miranda decision as applicable to the employee(s) involved.
- K. All incidents investigated by UCSF Police Department personnel under this order shall be documented and the report shall be forwarded to the Chief of Police for review.
- L. Any UCSF Police Department employee that takes an action which results in (or is alleged to have resulted in) injury or death to any person shall make a verbal report to their supervisor immediately, followed by a written report detailing the incident to the Chief of Police as soon as possible.
- M. An officer is required to report any deliberate or accidental discharge of a firearm except in the course of training or off-duty recreational purposes.
1. The officer will verbally report the incident as soon as reasonably possible to the Watch Commander.
  2. The involved Officer will prepare and submit a written report that sets forth all the circumstances surrounding the incident. The report will be reviewed, approved and submitted to the Watch Commander/Sergeant prior to the end of the shift.



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3. If the involved officer is injured or unable to complete the report, the Watch Commander will be responsible for completing and submitting the report.
4. If the discharge is the result of the use of deadly physical force, the officer will follow the procedures outlined in General Order 4.3.17, "Use of Force Report."
5. The report will be submitted to the Chief of Police via the chain of command.
6. Upon request the Officer will surrender the firearm to supervisor.
7. If the facts of the incident support a conclusion that the shot was the result of negligence, the officer will be required to undergo additional firearms certification training in addition to any other corrective measures taken.

### **4.3.13 Administrative Review of Shooting Incidents**

- A. The Watch Commander conducting a review of the use of force covered in General Order 4.3.13, "Discharging Firearms Report and Investigation" will:
  1. Immediately respond to the scene, hospital or other appropriate location whenever an individual is injured or dies as a result of the use of force by an Officer.
  2. Confiscate any firearm and inspect any other weapon(s) that may have been used by the Officer. If appropriate, the firearm should be replaced as soon as possible until the investigation is completed.
  3. Notify the Division Captain and Chief of Police in instances where serious injury or death occurred.
  4. Complete the Use of Force report (attachment) and immediately forward a copy to the Chief of Police via the chain of command.
  5. Comply with General Order 3.43, Internal Affairs Operational procedures, in the event injury or death occurs subsequent to an Officer involved shooting incident.
- B. Administrative Review Process
  1. An administrative review will be conducted when the use of force involved a firearm or resulted in serious injury or death.
  2. The Professional Standards Lieutenant or designee will conduct an internal affairs investigation and submit a written report, along with recommendations, including a determination of facts, compliance with policy and training to the Chief of Police via the chain of command.
  3. The Division Captain, of the involved Officer, will make a recommendation to the Chief of Police as to whether the shooting incident was in compliance with department policy regarding the use of deadly



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force and firearms and recommend appropriate corrective action if required.

### **4.3.14 Chief's Review of Incident**

- A. The Chief of Police will review the facts of the incident and the findings of the Professional Standards Lieutenant or designee with the responsible Division Captain.
- B. If it is determined by the Chief of Police that a shooting incident is not within policy and disciplinary action is warranted, the case will be remanded to the appropriate Division Manager for action.

### **4.3.15 Relief from Patrol Duty**

- A. When an Officer is involved in the use of deadly force or a serious bodily injury, that Officer will, as soon as practical, be released from patrol duty by the Watch Commander pending a complete investigation of the incident.
- B. The relieved officer may, at the discretion of the Chief of Police, be placed on Administrative/Investigatory Leave pending the outcome of the investigation. Relief from duty shall not be considered a suspension or disciplinary action taken against the officer. It is for the purpose of relieving the officer from further duties while undergoing the extreme emotional stress of having used deadly force, and permitting time to conduct an objective investigation into the incident.
- C. The Professional Standards Lieutenant or designee will ensure that the involved officer consults with the Police Department psychologist and/or Faculty Staff Assistance Program (FSAP) within 72 hours of the incident. The confidentiality of privileged communication between patient and client will apply. The Professional Standards Lieutenant or designee will be notified once the consultation has occurred.

### **4.3.16 Use of Force Report (Revised: 1/26/11)**

- A. An Officer using physical force shall:
  - 1. Obtain medical assistance for subjects who have sustained injuries, complained of injury, or have been rendered unconscious;



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2. Immediately notify his/her Watch Commander prior to leaving the scene unless extenuating circumstances delay notification of reportable force;
  3. Document any use of force above the level of persuasion, including applicable circumstances and details of the incident in his/her investigative report;
  4. Complete the investigative report and have the report reviewed and approved by the Watch Commander during the shift.
- B. Any Officer observing the use of force who does not believe the spirit and intent of the reporting requirements are being met shall promptly notify the Watch Commander.
- C. In every reportable use of force situation, once notified, the Watch Commander shall respond to the scene immediately. The Watch Commander will investigate the use of force incident and complete a use of force report and investigation prior to the end of shift. Report use of force investigation will be necessary when:
1. Use of deadly physical force,
  2. Use of baton,
  3. Use of O.C. and/or Chemical Agents
  4. Use of force (including weaponless physical force) which causes any visible or apparent physical injury, or lead to unforeseen injury, or which results in the suspect claiming injury, or allegations of excessive force.
  5. An Officer uses any other type of less-lethal force to strike a suspect.
  6. Any other incident that the on-scene supervisor determines a use of force report is necessary.
- D. The use of force investigation will include a narrative about the incident and any interviews and statements of victims, witnesses and suspect(s). A copy of the police report will be attached to the use of force report, as well as photographs of injuries, copies of doctor's reports (if available) and communications tapes when appropriate.
- E. The narrative should describe the use of force, whether the force was appropriate and if no further action or investigation is warranted.
- F. The completed report will be forwarded to the Chief of Police via the chain of command for review and approval.
1. Each Watch Commander will sign off on the report for concurrence or make a recommendation to the Division Manager for corrective action or discipline, if necessary.
  2. The Chief of Police will forward the completed documents to the Office of the Chief's Analyst who is responsible for retaining the use of force files.



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- G. The Professional Standards Lieutenant will annually review each Use of Force report, recording the type of use of force and resulting effectiveness/ineffectiveness of the force used, as well as compliance with this policy. The review will focus on patterns which may identify any training deficiencies, i.e. improper methods in the application of the force, incorrect handcuffing, hand holds, etc., and will make recommendations for additional training or discontinuance a particular method of force currently being used by the Police Department. This report will be forwarded to the Chief of Police and to the Use of Force Instructors.
  
- H. The Analyst for the Office of the Chief shall retain all completed Use of Force reports for a minimum three years following the date of incident.