

Cambridge Police Department - General Orders

	Title: Weapons / Use of Force Added X26P to Definitions of Taser		Number: 617
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Authority Chief Mark K. Lewis		Accreditation Standards:	Pages: 16

01 Purpose:

To establish policy, procedures and guidelines relating to the use of Department issued and/or approved weapons, including less lethal and secondary weapons.

02 Policy:

The discharge of a firearm is a grave and serious act which must be justified. It is the policy of the Cambridge Police Department (CPD) to require officers to use and handle firearms in a manner that is safe, prudent and consistent with Department Procedures and Rules, as well as laws of the State of Maryland. CPD does not issue weapons to civilian employees.

03 Use of Force, Generally

- A. Officers will refrain from using unnecessary force and will not strike any person except in self-defense or to defend another person who is unlawfully attacked.
- B. Officers may meet force with that degree of force necessary and reasonable to repel an attacker or terminate resistance, except that they will avoid blows to the head or spinal column.
- C. When making an arrest, only that amount of force necessary to effect and/or maintain custody of the prisoner, will be used.

04 Definitions

- A. Deadly Force is that degree of force applied which is intended or likely to cause death or serious injury. The intentional discharge of a firearm at, or in the direction of another person, will constitute deadly force.
- B. Less Lethal Force is a concept of planning and applying force which meets the operational objective while lessening the potential for death or serious injury while accomplishing a lawful objective.
- C. Reasonable Belief exists when the facts and circumstances that an officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way, under similar circumstances.
- D. Serious Physical Injury is defined as a bodily injury that creates a substantial risk of death, causes serious, permanent disfigurement, or results in long term loss or impairment of the functioning of any bodily member or organ.
- E. The Use of Force Continuum dictates that force should be used progressively in response to opposing force. This continuum is not rigid in terms of following the

progression regardless of the circumstances. Officers will meet force with that degree of force necessary and reasonable to repel an attacker or terminate an unlawful resistance.

1) The continuum is outlined as follows:

- (a) Physical presence
- (b) Verbal persuasion/commands
- (c) Open hands control
- (d) Use of OC spray/chemical agents/ECD
- (e) Use of a striking instrument/extended range impact devices/hard hands and as a final option
- (f) Deadly force

05 Authorized Use of Deadly Force:

Officers authorized to carry firearms will use them only under the following conditions:

- A. In defense of their life, when the officer has reasonable belief that they are in imminent danger of death or serious physical injury.
- B. To defend another person when the officer has reasonable belief that a person is in imminent danger of death, or serious physical injury.
- C. To effect the arrest or to prevent escape, when other means are insufficient, of a person whom the officer has probable cause to believe:
 - 1) Has committed a felony involving the use or threat of deadly force or serious physical injury;
 - 2) Who poses an imminent threat of death or serious physical injury to the officer or others.
- D. To kill an animal that is dangerous to human safety.
- E. At an approved range, or other suitable location, for a lawful activity or firearm training.

06 Unauthorized Use of Deadly Force:

Officers will not use firearms under the following conditions:

- A. When the discharge of a firearm is solely intended as a warning,
- B. When the safety of innocent person(s) would be unduly jeopardized,
- C. When lesser force would reasonably suffice,
- D. When the force is used to apprehend a "fleeing felon" except in circumstances described in Section 05 C above and,
- E. Officers are prohibited from discharging their firearms from a moving vehicle, except when the threat of immediate danger or death to themselves or others is substantially clear. Officers must assess the totality of the circumstances before discharging their weapons from a moving vehicle.

07 Firearms –

Authorized Issued Weapons and Personally Owned Weapons

- A. Prior to receiving an issued firearm or one authorized for Department use, officers will:
 - 1) Be provided with a copy of this procedure and become completely familiar with its contents, as well as the contents of Department Rules, and
 - 2) Qualify at an approved range, obtaining a minimum score of 70% with each authorized weapon.

- B. Department issued Glock handguns will be carried in “Street Ready” condition at all times. “Street Ready” condition for each is one (1) round in the chamber and fully loaded magazines.
- C. All other semi-automatic handguns approved for Department use will be carried in the same manner. All magazines will be kept loaded to their maximum capacity.
- D. In all cases, the firearm will be carried concealed while off duty.
- E. While on duty, officers will carry department issued weapons. The standard Department issued weapons are the Glock 22 and 23 .40 caliber handguns.
- F. The Senior Firearms Instructor will maintain a list of all weapons approved for agency and secondary usage to include specialized weapons. A record will be kept that consists of serial number, issue date, to whom the weapon was issued, any repairs or modifications made to that weapon and dates of such service.
- G. While off duty officers may carry their Department issued weapon or a personally owned weapon, only if the weapon meets the following standard and is approved by the Chief of Police:
 - 1) Any model of a manufactured national brand weapon chambered for .380, 9mm, .40 or .45 caliber.
- H. Shotguns: All sworn personnel will be afforded the opportunity to qualify with the shotgun. This qualification is optional. Any officer who has not qualified within one year of their previous qualification is not authorized to carry a shotgun. Supervisors will issue department shotguns after verifying that the officer is currently shotgun qualified and signs the log. Officers shall ensure:
 - 1) The shotgun remains in car-safe condition unless loaded for immediate use. Car-Safe is described as:
 - (a) Loaded with the maximum capacity of the magazine
 - (b) Trigger depressed
 - (c) Chamber empty
 - (d) Safety off
 - 2) When not carried in a vehicle, the shotgun will be carried in a safe condition as prescribed by a firearms instructor
 - (a) The shotgun will be secured in a storage case locked in the trunk of the cruiser. While on duty the cruiser must be locked when left unattended.
 - (b) The shotgun is unloaded before being returned to storage and is stored with the action open.
 - (c) The shotgun is unloaded only through the loading port; shells shall not be racked through the action.
 - (d) No department or personally owned shotgun will be stored in any cruiser during off duty hours by any personnel.
- I. Deployment of a Specialized Weapon: The Department defines specialized weapons as those utilized by sworn personnel in addition to issued Departmental pistols or weapons authorized for Departmental use. These weapons are defined as:
 - 1) The LWRC M6 / AR-Based Platform with 5.56 caliber cartridge is a Patrol Rifle with a magazine capacity in excess of 10 rounds or more.
 - 2) The Remington Shotgun shall hold 4 shotgun rounds designed to hold nine 00 buck pellets or a 1 ounce slug.

- 3) The Colt 9mm sub-machine gun is authorized for deployment by the Department's Certified members only. This weapon system is restricted to tactical situations and is under the direct control of the Assigned Certified Members.
 - 4) The Colt AR-15 Patrol Rifle is currently utilized by the department's Emergency Response Team members only.
- J. Officers will use a specialized weapon only in extraordinary circumstances, such as tactical or high-risk situations, when it is anticipated that officers may confront an armed suspect(s). The decision to remove a specialized weapon from a police vehicle will be based upon the information available to the officer at the time, the risks created by the use of the specialized weapon and the danger posed by the suspect. Such situations may include, but are not limited to:
- * A major criminal incident such as a barricaded subject
 - * High risk traffic stops
 - * Any situation where an officer reasonably believes that there is a strong probability that weapons will be encountered
 - * An officer has to face off with multiple suspects
 - * An officer has to confront a suspect who possesses firepower supremacy over their own handgun
 - * An officer is required to provide perimeter protection in order to cover and control a suspect's movement and/or provide cover for other officers who are interacting with suspects in a life threatening situation
 - * Destruction of animals in situations where the handgun would not be effective
 - * Any situation where the supervisor in charge of an incident deems the specialized weapon to be necessary, in accordance with the guidelines of this General Order
 - * Whenever an officer deploys a specialized weapon while in the line of duty or for an operational purpose, a Use of Force report detailing the incident will be submitted along with any other reports for Command review
- 1) Officers should always be aware of the potential consequences of their actions when making a decision to use a specialized weapon. In addition, when contemplating the use of the weapon, officers will consider the following factors:
- * Reduced use of hands when using a specialized weapon
 - * Handcuffing a suspect when alone and without assistance of another officer
 - * Potential background targets
 - * Possibility of the specialized weapon inciting or aggravating a situation as opposed to being a protective measure

08 Authorization Procedures –

Personally Owned Firearms:

- A. Officers wishing to use a personally owned firearm off duty must have the weapon inspected by the Department's Armorer. The Armorer will ensure that the weapon meets the provisions of this policy and that it is safe and in proper working order.
- B. After the weapon(s) has been inspected, the officer will submit an off-duty request form to the Senior Firearms Instructor. The form will request an authorization to carry the weapon and will include the following:

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- 1) The make, model, caliber and serial number and meets the provisions of Section 07 G and
 - 2) A statement that the weapon has been inspected and approved by the Armorer.
- C. Once the authorization is granted, the form will be forwards to the Senior Firearms Instructor. The Firearms Instructor will ensure that the officer qualifies with the approved weapon by obtaining the mandated minimum qualification score. Refer to Section 16 C.

09 Authorized Ammunition:

- A. Only department issued ammunition will be used in Department owned handguns.
- B. Ammunition used for official duty will not be altered or modified.
- C. While on duty, officers will carry ammunition as follows:
 - 1) Patrol Duty: a minimum of two extra magazines.
 - 2) CID: a minimum of one extra magazine.
 - 3) Administrative: a minimum of one extra magazine.
- D. The Senior Firearms Instructor will maintain a list of all approved ammunition. The agency will supply the approved ammunition to officers for all approved weapons with which they have qualified.

10 Holsters:

- A. Both patrol officers in uniform and administrative officers in uniform will wear the holster issued by the Department.
- B. Off duty officers and plain clothes officer may use a different holster provided:
 - 1) The holster securely and properly fits the weapon
 - 2) The holster has a thumb-break style safety strap or internal locking device
 - 3) It is approved by Senior Firearms Instructor

11 Firearms Safety:

Officers handling firearms must, at all times, be aware of and obey the following basic rules of firearms safety:

- A. Assume all guns are loaded.
- B. The muzzle is always pointed in a safe direction.
- C. Fingers are kept off the trigger and outside the trigger guard until a target has been identified.
- D. Officers must be sure of the target and backstop.
- E. Officers on duty will only draw their weapon from its holster in tactical situations, and at the station when they are required to remove and store their weapon(s). Public display of a weapon that does not have an official reason or a tactical purpose is strictly prohibited.
- F. Whenever a shotgun, patrol rifle or other specialized weapon has been deployed, it will be rendered Car-Safe as soon as practical and immediately secured in the vehicle.

12 Loading and Unloading Procedures

– Service Weapons:

- A. Weapons will be loaded and unloaded at the designated area inside the station. The unloading box is located in the Cambridge Police Department's Garage. Weapons will be pointed directly into the box with fingers outside of the trigger guard. Loading will be done adhering to the following procedures:
 - 1) Pull and lock the slide back.

- 2) Visually check the chamber, magazine well and barrel for obstructions.
 - 3) Insert a fully loaded magazine.
 - 4) Pull the slide back and release.
 - 5) Holster the weapon.
 - 6) Remove the magazine and load one round.
 - 7) Re-insert the magazine, making sure it snaps into place.
- B. Do not slam the magazine into place. If the magazine is slammed into the gun it could cause the slide to release, a round to invert inside the magazine or the floor plate to release. Dropped magazines should always be unloaded and inspected for inverted rounds. If you load or unload frequently, rounds should be rotated in the magazine, so the same round is not always first.
- C. Shotguns will be unloaded only through the loading port; shells will not be racked through the receiver.
- D. Rifles are unloaded by removing the magazine from the weapon and sliding the bolt to the rear ejecting the round.
- E. AR-Based Platform Rifles are unloaded by removing the magazine from the weapon and sliding the bolt to the rear ejecting the round.

13 Firearms Safety:

- A. Officers will keep firearms securely fastened in holsters at all times.
- B. Officers will not be armed while handling prisoners in the processing area or interview rooms.
- C. When it is necessary to disarm at the police station, officers will secure their gun in a gun locker.
- D. Weapons may be temporarily stored in the trunk of assigned cruisers when carrying the weapons becomes impractical.
- 1) Officers are prohibited from long term and/or overnight storage of assigned weapons or any approved personally owned weapon(s) in their assigned cruiser while in an off duty status, unless the weapon is stored in a approved secured / mounted to the vehicle / locked weapons box.
- E. When securing weapons off duty, every officer is charged with ensuring that Department weapons are inaccessible to persons not authorized to possess or handle them. Officers are responsible for the safety and security of their firearms.

14 Firearms Repair and Modifications:

- A. The Department Armorer will perform routine repairs and modifications to Department owned weapons.
- B. The Department Armorer will inspect and approve all grips added to Department issued weapons.
- C. The Department Armorer will keep records of all repairs and/or modifications performed on issued or authorized weapons, and of all weapons authorized for official use. They will maintain records of repairs performed, persons to whom these weapons are issued and in and out of service dates.

15 Inspections:

- A. Inspection of Department issued or authorized personal weapons will be conducted by the Squad Supervisor, during roll call session, at least quarterly. The Patrol Commander will be assigned by the Chief of Police to conduct weapons inspections monthly.

- 1) In addition, Department issued or authorized personal weapons will be inspected by a member of the firearms instructor staff during annual firearms training. All records of these inspections will be made part of the officer's firearms training file.
- B. The Armorer is also responsible for:
 - 1) Maintenance, inspection and test firing of weapons prior to issuance and maintaining firearms records.
 - 2) Periodic weapon maintenance and annual inspection of all personally owned handguns used by officers off duty.
 - 3) Reporting all problems and discrepancies to the Operations Commander, or designee. Any equipment needed should also be reported.
- C. When an inspection reveals an unsafe condition in any issued or authorized firearm, the weapon will immediately be placed out of service. The weapon will not be carried again until the problem is corrected and the weapon is inspected and approved by the Armorer.
- D. When an inspection of a Department issued or a personally owned weapon reveals damage attributed to carelessness, abuse or misuse, the inspector and officer will complete and forward a memorandum to the Chief of Police.
- E. Department issued weapons that are damaged or lost as a result of negligence, shall be replaced by the officer, at their expense. The Department is not responsible for repair or replacement of personally owned weapons.

16 Firearms Training and Qualifications:

- A. Annual re-qualification training is conducted by an MPCTC certified instructor and is monitored by the senior firearms instructor who is designated as Range Master
- B. While training will be conducted in accordance with the standards of the Maryland Police and Correctional Training Commission (MPCTC), nothing in this section prohibits the Department from establishing or requiring higher standards.
- C. Annual qualifications will consist of two hours of classroom instruction / discussion on this General Order and related topics, as well as several hours of shooting. Each sworn officer will qualify at least annually with any firearm which they are authorized to use. Each officer will attain a minimum score of 70% on the range and 70% on the written examination. Specialized weapons will require a qualifying range score of 80%, in accordance with MPCTC regulations. Sniper rifles require 100%.

1. Qualification Score Classifications:

- a. Master 95 – 100
- b. Expert 90 – 94
- c. Marksman 85 – 89
- d. Sharpshooter..... 70 – 84

- D. An officer who fails to obtain a qualifying score with their service weapon will be scheduled for remedial training. The officer may be scheduled for a medical exam to determine if medical conditions exist which inhibit shooting ability.
- E. Any officer who fails to qualify with their approved firearm will be immediately placed on administrative duty until such time as they are able to obtain a qualifying score.

- 1) The Senior Firearms Instructor is responsible for scheduling remedial training, and will ensure that the officer(s) involved are assigned different instructors (from their prior attempt).
- F. A MPCTC certification is required for continued employment as a police officer. Each officer must remain proficient with the assigned service weapon. Failure to obtain a qualifying score after remedial training may result in dismissal.
- G. The assigned Training Lieutenant will ensure that proper documentation and records are kept and that a copy of individual qualification scores is placed in each officer's training file.
- H. If an officer is unable to qualify with a secondary weapon they will not be allowed to carry that weapon until they qualify with said weapon.
- I. Whenever an officer is found to have discharged a weapon negligently, or in the line of duty, they must undergo firearms re-certification.

17 Discharges of Firearms within City Limits:

- A. When an officer discharges a firearm, whether intentionally or accidentally, either on or off duty, they will immediately notify the on duty supervisor. The officer will prepare a Use of Force Report and forward to the Chief of Police, via the chain of command, within 48 hours. This deadline may be extended in the event that the officer is physically unable to prepare the report. The report will detail all facts and circumstances. The officer will also:
 - 1) Summon medical assistance as necessary.
 - 2) Identify witnesses as possible.
 - 3) Not reload or tamper with their weapon unless such action is necessary and authorized under this procedure.
- B. The on duty supervisor will respond to the scene of the incident. If there is no personal injury, the supervisor will then:
 - 1) Conduct an investigation to determine if rules and/or procedures were violated.
 - 2) Complete the supervisory section of the Use of Force Report with the finding of either agreement or disagreement with the reporting officer. The report will be submitted through the chain of Command to the Chief of Police with the original case number that was assigned to the original report.
- C. If the incident resulted in any injury, the supervisor will:
 - 1) Ensure that medical assistance is forthcoming.
 - 2) Offer assistance to the officer, keeping in mind that a shooting incident may have serious psychological ramifications. Derogatory remarks, insinuations or criticisms will not be directed toward an officer so involved.
 - 3) Relieve the officer of their weapon, making sure the weapon is not unloaded or tampered with prior to being turned over to the Criminal Investigation Section.
 - 4) Identify all known witnesses and record their names and addresses.
 - 5) Notify the Chief of Police or designee and the Special Operations Commander
 - 6) Ensure that the scene is preserved prior to the arrival of investigative personnel.
 - 7) Submit a report of all actions taken as soon as possible.
 - 8) Investigative personnel will respond to the scene and assume control of all ensuing investigations.
- D. Discharges of Firearms Outside City Limits:
 - 1) If there is no personal injury, the supervisor will:

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- (a) Respond to the scene, if possible.
 - (b) Request a copy of the incident report as well as all supporting documentation from the investigating police agency.
 - (c) Conduct an investigation and submit a report in accordance with the provisions of this procedure.
 - (d) Make notifications in accordance with this procedure
- 2) If personal injury is caused, the supervisor will:
- (a) Respond to the scene.
 - (b) Confer and coordinate with the agency conducting the investigation.
 - (c) Responding to discharges of firearms outside of the City will depend upon the distance and seriousness of the incident.

18 Use of Force

– Administrative Leave and Counseling:

- A. Any employee whose action(s) or use of force in an official capacity results in death or serious physical injury of another person will be placed on administrative leave with pay, pending an investigation. However, the Chief of Police or designee may temporarily reassign that officer to administrative duties in lieu of administrative leave.
- B. While on administrative leave or performing administrative duties, an officer will not conduct police duties other than court appearances. They may take action only in emergency situations.
- C. Any officer who has been involved in an incident of discharging a weapon which results in death or serious injury or could have resulted in death or serious injury to another person will routinely undergo counseling with a psychologist selected by the Chief of Police or designee.

19 Authorized Less Lethal / Secondary Weapons:

Officers are authorized to use less lethal weapons as long as they qualify with them to repel force or the threat of force which could reasonably cause injury when:

- A. Less force is impractical or unsafe.
- B. No apparent alternative exists to subdue the person.
- C. Training: Officers will receive at least biannual recertification on these weapons. During this training a review of this General Order will be included.
- D. The 37mm/40mm Extended Range Flexible/ FN 303 Launcher / Non Flexible Projectile System is authorized for less lethal applications. This weapon is considered a specialized weapon and will be deployed under the guidelines of Section 07 J of this order.
 - 1) The authorized use of this system is restricted to trained and qualified members of the Department's ERT. Deployment of this system will be for tactical purpose under the direct authorization of the tactical commander.
 - 2) The primary target areas of the Extended Range less lethal devices are:
 - (a) The large muscle group areas defined as:
 - (b) Buttocks
 - (c) Thighs
 - 3) Secondary target areas include:
 - (a) Medium Muscle Groups - Preferred
 - (b) Shoulders, biceps, triceps and forearm areas

- (c) Lower abdominal area
 - (d) Calf
- 4) Skeletal areas defined as:
 - (a) Wrist
 - (b) Elbows
 - (c) Knees
- 5) As a last resort officers may use the target areas designated as Center Mass if such action is desired to meet a level of threat which escalates to the justification of deadly force.
- E. OC Pepper Spray is the only chemical agent authorized and issued by the Department. Use of OC spray will be in full compliance with The Cambridge Police Department's Policy on the use and deployment of OC Spray.
- F. The 26 or 21 inch Expandable Baton is the authorized less lethal impact weapon. The carrying and use of this weapon is restricted to those officers who have successfully completed a department approved course of instruction in its use and who meet all certification and recertification requirements.
 - 1) Note: *The flashlight is not an issued weapon. In no event should it be carried in lieu of the ASP baton. However, it is recognized that some situations may escalate very quickly and an officer may need to use force under circumstances where the ASP is not available. Use of the flashlight as a weapon under such circumstances may be necessary and should be consistent with the training received with the ASP baton.*
- G. The Advanced Taser X26 is to be used consistent with the Department's philosophy of utilizing the minimum amount of reasonable force to control a combative person, the use of departmentally owned and issued X26 Taser is approved for officers with proper training, appropriate equipment, and situational considerations. The purpose of the X26 Taser is to provide for a less lethal alternative to use of force. The X26 Taser is not intended to replace the use of firearms when deadly force is necessary. Officers will comply with the policy and procedures of this General Order at all times when deploying the X26 Taser. The X26 Taser may be used to control an aggressive or combative subject when deadly force is not justified and attempts to control the subject by other tactics have been ineffective or there is a reasonable expectation that it is safe for officers to approach within contact range of the subject. The X26 Taser may be used to subdue individuals who pose an immediate risk to themselves or others or to the safety of the public in general in an attempt to effect an arrest.
 - 1) The definition of the X26/**X26P** Taser are as follows:
 - (a) X26/**X26P** Taser – is an Electronic Control Device (ECD) weapon that utilizes compressed nitrogen to shoot two small probes up to 21 feet. These probes are connected to the weapon by high – voltage insulated wire. When the probes make contact with the subject they transmit an electrical pulse along the wires and into the body through up to two inches of clothing. The probes do not have to penetrate the flesh or cause bodily harm to be effective.
 - (i) **The term X26 also refers to the X26P Taser**
 - (b) Electro-Muscular Disruption (EMD) – is an electric signal that overrides the central nervous system and directly controls the skeletal muscles. The EMD effect causes an uncontrollable contraction of the muscle tissue, debilitating

the subject regardless of pain tolerance or mental focus. The output does not damage an implanted pacemaker and will not cause the loss of bladder or bowel control.

- (c) Dataport – every time the X26 Taser is fired, it stores the downloadable date and time on a dataport located in the back of the unit.
- 2) Discharge consideration of the X26 Taser:
- (a) When practical, use verbal commands and point laser sight at the subject prior to discharging the X26 Taser.
 - (b) Have a backup officer available to assist with the arrest or the use of additional force, if necessary.
 - (c) Have a second cartridge ready in case the probes miss the intended target or misfire.
 - (d) The X26 Taser shall not be aimed at the head or facial area of the subject.
 - (e) Use of the X26 Taser near flammable liquids and fumes is strictly prohibited.
 - (f) Prior to the deployment of the X26 Taser, the certified officer must consider the reasonableness of its use to include the subject's position where a secondary injury could occur.
- 3) Discharging Officer Responsibilities:
- (a) Ensure the batteries of the X26 Taser are fully charged. When checking the batteries, the cartridge must be removed.
 - (b) When practical, the officer shall announce "X26" to the other officers on the scene prior to discharging the X26 Taser.
 - (c) Officers will report the discharge, including accidental discharges, of the X26 Taser to their supervisor as soon as practical.
 - (d) The discharging officer will visually inspect the contact site. Probes penetrating the skin will be removed by authorized medical personnel.
 - (e) Ensure that photographs are taken of the probe penetration sites and any secondary injuries caused by falling to the ground, etc.
 - (f) Once the probes have been removed they will be treated as biohazard sharps.
 - (g) The discharging officer will ensure the photographs, expended cartridge with probes and a limited number of microdots are put into evidence.
 - (h) Officers will complete or provide the necessary information to complete all necessary reports, including the Use of Force Report, pertaining to the discharge.
 - (i) Officers are required to have The Department's Master Taser Instructor perform a data download after every usage prior to the Taser being put back into service. The data sheet will be submitted by the department's Master Taser Instructor on his next work day and attached to the actual use of force form.
- 4) Supervisor Responsibilities:
- (a) Ensure that only certified officers are carrying the department issued X26 Taser.
 - (b) Confirm all circumstances, if practical, before the X26 Taser is deployed. A supervisor may authorize the use of the X26 Taser if a subject has already been exposed to OC Spray. Those circumstances must be an extreme nature

- when the subject poses an immediate risk to themselves or an imminent threat of death or serious physical injury to the officer or others.
- (c) Approve all requests for assistance to mutual aid and allied agencies, if practical.
 - (d) Ensure that all reporting requirements which include the Use of Force Report have been satisfied.
 - (e) Ensure that a data download was performed and the data sheet is attached to the Use of Force Report.
- 5) The Department's Master Taser Instructor Responsibilities:
- (a) Receive, inspect and ensure the maintenance and replacement of X26 Tasers.
 - (b) Maintain records as they pertain to the X26 Taser and its use.
 - (c) Return any defective or damaged X26 Taser and cartridge to the manufacturer.
 - (d) Ensure that the batteries are properly charged.
 - (e) Ensure that the data downloads are conducted on a monthly basis.
 - (f) Conducts a monthly inventory of the X26 Tasers that are assigned to this agency.
- 6) Training and Certification Requirements: The authorization to carry and/or use the X26 Taser is granted by the department to officers based upon their completion of specified training courses and demonstrated proficiency under the supervision of a certified X26 Taser instructor. The certification of the X26 Taser will be conducted biennially.
- H. Unless the use of deadly force would be justified, officers deploying any of the aforementioned less lethal weapons will avoid intentionally striking the following areas:
- 1) The head or facial area
 - 2) The back of the neck
 - 3) The groin
 - 4) The throat
 - 5) The solar plexus
 - 6) The kidney
 - 7) The spine
- I. Officers will not carry or use any other instrument as a weapon, except in life or death situations where no other alternative is possible.
- J. When an officer uses a less lethal/secondary weapon in the performance of their duties, the officer will:
- 1) Summon medical assistance as necessary.
 - 2) Notify the on duty supervisor as soon as possible.
 - 3) Submit a Use of Force Report to the Chief of Police via the chain of command, including the identity of all witnesses.
- K. Upon notification by the involved officer, the supervisor will:
- 1) Investigate the use of force incident.
 - 2) Complete the Supervisor's Section of the Use of Force Report and submit it to the Chief of Police via the chain of command. This report will be submitted within 24 hours, if possible, of the time of the incident.

20 Use of Force Reporting Requirements:

- A. Police Department personnel will complete a Use of Force Report under the following circumstances:
 - 1) Whenever directed to do so by a higher ranking officer.
 - 2) Whenever a strike or blow of any kind is administered to a subject; this includes open-handed techniques as well as kicks.
 - 3) When an employee's actions in response to threats and/or aggression results in injury or the death of an individual, or results in the possibility of injury or the death of an individual.
 - 4) Where the individual claims that they have been injured as a result of a CPD employee's action in response to threats and/or aggression.
 - 5) Where response to threats and/or aggression by a CPD employee includes the use of a protective instrument including, but not limited to the expandable baton, Taser or OC Spray.
 - 6) Whenever a firearm is discharged by a Police Department employee in response to threats and/or aggression.
 - 7) This does not include accidental discharges, which will be documented in an Incident Report with a case number assigned.
 - 8) Whenever a departmental canine inflicts injury to any subject or suspect while the dog and/or handler are in the course of law enforcement activities.
 - (a) In the case of an accidental dog bite or any other injury as a result of the canine's actions, an Incident Report with case number will be completed.
 - 9) Note: *A Use of Force Report is not needed in those instances where a firearm is merely displayed to assure officer safety.*
- B. Officer's Responsibilities:
 - 1) Officers will report immediately to their supervisor any use of force which meets the reporting requirements of Section 20 A of this General Order.
 - 2) Officers will report any firearms discharge (except for any authorized range practice) which meets the reporting requirements of Section 17 A of this General Order.
 - 3) Officers will complete or provide information for the completion of reports, charging documents and the Use of Force Report.
 - 4) Officers will complete any other reporting requirements.
 - 5) Off duty officers involved in a reportable use of force incident will immediately report the event to the on duty supervisor and will be required to fulfill the responsibilities of Section 20 A of this General Order.
- C. Supervisor's Responsibilities:
 - 1) Review for completeness the Use of Force Report submitted by the officer.
 - 2) Complete the Supervisor's Comment Section of the Use of Force Report. If the supervisor disagrees with the report it will be indicated and forwarded with recommendations to the Chief of Police, via the chain of command.
 - 3) Immediately notify the Patrol Commander and the Operations Commander, or designee, of all firearm discharges by employees except for authorized range practice and for the purpose of animal destruction. This includes all intentional and accidental firearm discharges regardless of whether the involved employee is on or off duty.

- 4) Ensure that all officers involved complete all reports that are required that pertains to the incident.

21 Administrative Reviews:

- A. The Patrol Commander will review all Use of Force Reports to determine if Department procedures were followed and forward to the Special Operations Commander.
- B. The Special Operations Commander will review the report and enter it in the Use of Force tracking sheet. If there is a disagreement with the report it will be indicated and forwarded with recommendations to the Chief of Police.
- C. The Chief of Police or designee will be responsible for reviewing the Use of Force Report, and for gathering and reviewing any other information deemed necessary in order to determine the facts of the incident.
- D. If the review process determines that an investigation is warranted, the Special Operations Commander will initiate an internal investigation. In such cases, the procedures contained in General Order 635 - Complaints / Internal Affairs will be followed.

Note: The Use of Force Report will be used administratively to evaluate all use of force incidents. The form will not be used for the purposes of an Internal Affairs Investigation or any subsequent investigations.

- E. The Special Operations Commander will conduct an annual analysis of use of force incidents, so as to identify any patterns or trends, as well as the need for policy modification and/or training. This report will be forwarded to the Chief of Police.

22 Initial Training:

New officers to the department are required to attend a four hour training on our departmental issued weapon. This training includes a review of this General Order, the nomenclature of the weapon and actual qualification at the range.

- A. New officers are allowed to carry less lethal weapons as long as this agency has received proof of certification to use that weapon. The new officer will be required to attend annual or biannual training as required after that for lethal and less lethal weapons.



Daniel A. Dvorak
Chief of Police

GO – 617 WEAPONS AND USE OF FORCE - APPENDIX A
USE OF FORCE REPORT FORM 617-A

This Use of Force Report will be completed whenever a Cambridge Police Officer:

1. Discharges a firearm outside of the firing range, but not including euthanasia of an animal; or,
2. Takes an action that results in, or is alleged to have resulted in, the injury or death of another person; or,
3. Applies force through the use of lethal or less lethal weapons to include, but not limited to, electronic control devices; oleoresin capsicum; impact tools; and K-9 warning of deployment or actual deployment, physical contact and/or bites to a subject; or
4. Applies weaponless physical force. Weaponless physical force is described as force that does not employ the use of chemical spray, police baton, electronic control device or firearm. Weaponless Physical Force includes non-impact and impact oriented physical techniques. This type of force includes, but is not limited to, pressure points, takedowns, control techniques, joint manipulation; or,
5. Drawn firearm and drawn electronic control device when directed at a person.

OFFICER'S NAME:	ID NUMBER:	DATE/TIME OF REPORT:
LOCATION OF INCIDENT:	ARREST / OFFENSE NUMBER:	INCIDENT TYPE:

USE OF FORCE: METHOD USED

BATON: <input type="checkbox"/> YES <input type="checkbox"/> NO	OC SPRAY: <input type="checkbox"/> YES <input type="checkbox"/> NO	ELECTRONIC CONTROL DEVICE: <input type="checkbox"/> YES <input type="checkbox"/> NO
PHYSICAL STRUGGLE: <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER (i.e. K-9):	POLICE VEHICLE COLLISION: <input type="checkbox"/> YES <input type="checkbox"/> NO

FIREARM:			
<input type="checkbox"/> HANDGUN <input type="checkbox"/> SHOTGUN <input type="checkbox"/> OTHER _____ <input type="checkbox"/> NOT APPLICABLE			
WAS THIS FIREARM ISSUED BY:			
<input type="checkbox"/> DEPARTMENT		<input type="checkbox"/> PRIVATELY OWNED	
MAKE OF FIREARM:	MODEL OF FIREARM:	FIREARM CALIBER:	FIREARM SERIAL #:

NARRATIVE SECTION

OFFICER'S SIGNATURE:			ID NUMBER:	DATE/TIME OF THIS REPORT: