



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



580.03

USE OF FORCE REPORTING, INVESTIGATIONS AND RESPONSE

12-16-21

PURPOSE

This policy establishes guidelines for the reporting, investigation and review of incidents after an application of force.

POLICY

It shall be the policy of the Sacramento Police Department (SPD) to promptly report and objectively evaluate peace officer or authorized non-sworn uniformed Department personnel use of force incidents to ensure that force is used lawfully, appropriately and is consistent with training and policy. Any use of force by a member of this Department shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why they believed the use of force was reasonable under the circumstance. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in Department policy, procedure or law.

PROCEDURE

A. DEFINITIONS

1. Force Investigation Team (FIT) – Ancillary position within the Professional Standards Unit (PSU), which conducts use of force investigations and reviews. Members are the lead administrative investigators for officer involved shootings, in custody deaths and uses of force resulting in serious bodily injury.
2. Serious Bodily Injury – Bodily injury that involves a substantial risk of death, unconsciousness, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member or organ.

B. RESPONSE

1. Employees' Responsibilities

- a. Employees shall notify the field district supervisor or watch commander as soon as practical anytime any employee uses force in compliance with General Order 580.02.
- b. A reportable use of force (UOF) is one in which any of the following apply:

(1) The UOF involves:

- a) The discharge of a firearm.
- b) A canine bite.
- c) The use of an impact weapon.
- d) The use of a chemical agent.
- e) The application caused a visible injury.
- f) The subject subjected to the force complained of injury or continuing pain.
- g) Any application of a Conducted Energy Device (CED).
- h) The subject of the UOF was rendered unconscious.
- i) The use of personal body weapons.
- j) Any UOF as outlined in Appendix #1 with the corresponding reporting requirements in Appendix #2 (refer to Appendix #1 and #2 at end of policy).
- k) A subject alleges any of the above has occurred.

(2) The UOF deviates from the techniques taught or the equipment provided by the Department (see in section G.4. & G.5.).

(3) The UOF causes injury.

- a) For the purpose of determining if a UOF is reportable, an injury is defined as any visible bodily injury or complaint of bodily injury (non-visible injury). The injury must be reasonably related



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to the UOF applied. The temporary pain associated with the proper application of control holds and/or restraints is not an injury for purposes of determining if a UOF is reportable.

- c. If an employee is in doubt as to whether a UOF is reportable, the employee shall notify their district supervisor or watch commander, who will be responsible for making the determination.
- d. Whether or not a UOF is reportable under Department policy, any UOF used to overcome a combative, physically aggressive, or fleeing subject who has delayed, obstructed, or fought with a peace officer shall be documented in a crime, casualty, or incident report. The peace officer's district supervisor or watch commander shall be notified. Brief resistance to the application of departmentally approved control holds does not require a report.
- e. A peace officer booking an arrested subject shall notify the appropriate jail medical staff employee of the injury and type of force used.

2. Supervisors' Responsibilities

- a. Upon notification of a reportable UOF, the district supervisor shall:
 - (1) Respond to the location of the incident to ensure that a thorough investigation takes place. A thorough investigation into a UOF by an employee should include, but is not limited to, an area canvass (for witnesses, evidence and surveillance video), witness statements (which should be obtained by a supervisor or peace officers not involved in the UOF), subject statements, and photographs of the scene and any injuries. If the supervisor is unable to respond to the location of the arrest, the supervisor shall notify the Watch Commander.
 - (2) Review the incident with the employee who used force and any witnessing employees if present.
 - (3) Review all recordings (both audio and video) of the event, including In-Car Camera, Body Worn Camera video, and any available surveillance video.
 - (4) Assess the appropriateness of the UOF and any charge(s) against the subject.
 - (5) Consider arranging for other peace officers to transport and book the subject in the event the subject continues to display hostile, confrontational, or oppositional behavior toward the arresting officer(s).
 - (6) Immediately notify the Watch Commander.

3. Command Responsibilities

- a. The Watch Commander shall review with the field supervisor any uses of force. If, after the review, the Watch Commander determines that the UOF was inconsistent with Department policy, the Watch Commander shall contact the employee(s) captain and review the incident. If necessary, the captain will refer the incident to Internal Affairs.
- b. UOF applied by supervisors
 - (1) In the event a sergeant uses force or gives a peace officer a direct order to deploy force that triggers the reporting requirements set forth in this order, the Watch Commander will be responsible for identifying a different supervisor responsible for complying with investigatory and reporting obligations.
 - (2) In the event a lieutenant or above uses force or gives a peace officer a direct order to deploy force that triggers the reporting requirements set forth in this order, the manager shall notify the Force Investigations Team.
 - (3) The authorization of force or issuance of reactive authority does not qualify for the reporting and investigative requirements of this section.

4. Force Investigations Team Responsibilities

- a. FIT will respond to the following:
 - (1) Any use of force resulting in serious bodily injury
 - (2) Any use of force by a lieutenant or above
 - (3) Any officer involved shooting
 - (4) Any in custody death
 - (5) Any force incident as requested by the Watch Commander
- b. For UOF incidents defined in this section, FIT Members shall:



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- (1) respond and confirm investigative steps and coordinate any follow-up.
- (2) add a use of force entry into the proper software and attach any relevant policies.
- (3) conduct a thorough use of force investigation and policy review.
- (4) review any less lethal force used pursuant to GO 580.12(Less Lethal Weapons Systems) during an incident.
- (5) prepare a memorandum and present the fact pattern to the Use of Force Review Board no later than 30 days after the incident or as directed by management.
- (6) identify any related policies that may need to be reviewed and/or revised.

C. USE OF FORCE REPORTING

1. Employee responsibilities:

- a. The employee shall complete the applicable report(s) (crime, casualty, and/or incident). The report shall include a complete detailed description of how and why force was used, as well as a description of injuries that the subject received or claims to have received.
- b. All employees on scene shall write supplemental observations whether or not they used force.
- c. The employee shall forward through the chain of command to PSU a completed red border form (RM 3).

2. Supervisor responsibilities:

- a. The peace officer's field supervisor shall initiate a management level review by making a tracking software entry whenever the following reportable UOF events occur:
 - (1) Any reportable UOF that results in the subject requiring a medical clearance (Fit for Incarceration report) prior to booking or, if the subject is not booked into jail or juvenile hall, any injury that would likely require a Fit for Incarceration report.
 - (2) Any reportable UOF, involving the discharge of a firearm, a canine bite, or the use of an impact weapon, chemical agent, or CED.
 - (3) Any reportable UOF that deviates from the techniques taught or the equipment provided by the Department.
 - (4) Any UOF the supervisor or Watch Commander determines should be subject to a management level review.
- b. The field supervisor shall enter the following information into the tracking software:
 - (1) peace officer(s) involved
 - (2) type of force used
 - (3) extent of injuries (if any) to the peace officer and/or subject
 - (4) supervisor's response or reason for no response
 - (5) any administrative actions taken by a supervisor or management personnel
 - (6) all pertinent documents related to the incident (i.e. Red Border, Blue Border, Taser download, etc.)
- c. Tracking software entries should be completed within 30 days of the incident date and routed in accordance to Department procedure.
 - (1) In cases where a firearm has been discharged or the UOF results in serious bodily injury or death, the tracking software entry shall be completed by FIT personnel.
 - (2) All uses of force shall be categorized using the level of force definitions. (See Appendix #1.)

3. Kinetic Energy Projectiles and Chemical Agents deployed for crowd control

- a. In the event that kinetic energy projectiles or chemical agents are deployed for crowd control, a captain from the Office of the Chief shall publish a summary of such use on the internet website within 60 days of each reportable incident. That period of time may be extended for an additional 30 days (total not to exceed 90 days) for demonstrable good cause.
- b. The watch commander or incident commander shall prepare a summary of the use of kinetic energy projectiles and chemical agents and provide that summary to the Deputy Chief (Office of Operations) and the Public Information Officer (PIO) for publication on the Department's website.



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- c. The summary shall include only the information known at the time of the report and include only the following:
 - (1) A description of the assembly, protest, demonstration, or incident, including the approximate crowd size and the number of officers involved.
 - (2) The type of kinetic energy projectile or chemical agent deployed.
 - (3) The number of rounds or quantity of chemical agent dispersed, as applicable.
 - (4) The number of documented injuries as a result of the kinetic energy projectile or chemical agent deployment.
 - (5) The justification for using the kinetic energy projectile or chemical agent, including any de-escalation tactics or protocols and other measures that were taken at the time of the event to de-escalate tensions and avoid the necessity of using the kinetic energy projectile or chemical agent.

B. OFFICER INVOLVED SHOOTING RESPONSE AND INVESTIGATION

1. Officer Involved Shooting/Deadly Force Investigation

- a. Care should be taken to preserve the integrity of any physical evidence present on the involved peace officer(s) and the officer(s)' equipment and/or clothing (e.g. blood, fingerprints, etc.) until investigators or Forensic Investigators (FI) can properly retrieve it.
- b. Peace officers shall ensure that a crime scene barrier is placed to preserve the scene and shield the public's view of a deceased subject after they have been declared deceased.
- c. Evidence collection shall consist of, but is not limited to, the following:
 - (1) Retrieving and booking any expended cartridges, bullets, along with all live ammunition pertinent to the incident.
 - (2) Diagramming of the crime scene, including positions of persons and objects and the trajectories of expended shots.
 - (3) Producing adequate pictorial sketches and photographs, including the use of a video camera if necessary, of damaged property.
 - (4) Obtaining a recording of all radio transmissions within ten (10) days or as soon as they are available.
 - (5) Obtaining copies of the peace officer(s)' firearm training records.
 - (6) Determining factors of probable cause, if present, that contributed to the peace officer(s)' decision in discharging a weapon.
 - (7) Ensuring all items of evidence related to the shooting are collected and booked.
 - (8) Noting the condition of city equipment that may be associated with the weapon discharge. Removing from service for later inspection all such equipment that could remotely be attributed to or may have been damaged, For example:
 - (a) If a weapon discharged due to being caught on the peace officer's gun belt or clothing, book all such articles.
 - (b) If the discharge was the result of a vehicle door closing on a peace officer with the weapon drawn, remove the vehicle from service.
 - (9) Obtaining statements from all person's present.
 - (10) Having the area canvassed for witnesses and obtain statements.
 - (11) Involving peace officers shall not review any video at the scene without supervisor approval except for exigent public safety reasons (e.g., providing subject description, subject's direction of travel, vehicle description, weapon type etc.).

2. Duties of the Initial Supervisor

In any peace officer-involved shooting, the supervisor and/or district sergeant shall:

- a. Respond immediately, take charge, and ensure the Watch Commander has been notified of the incident.
- b. Stabilize the situation and establish protection of the crime scene. All personnel desiring to gain access to the scene shall be referred to the crime scene recorder.
- c. Obtain a brief overview of the situation.



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- (1) The supervisor shall obtain a public safety statement from at least one shooting officer. The on-scene supervisor shall ensure shooting peace officers are only contacted once and that additional supervisors do not repeat the request for a public safety statement.
 - (2) Public safety statements shall be conducted using SPD 136 and, if practical, should be recorded on body worn or in car camera video. The supervisor will ask the preliminary questions contained on SPD 136. The SPD 136 questions are:
 - a) What was your approximate location(s) when you discharged your firearm?
 - b) What was the approximate number of rounds you fired and in what direction?
 - c) Do you know if any other peace officers fired any rounds?
 - d) Is it possible the suspect(s) fired rounds at you? If so, from what direction?
 - e) Are you aware of any victims/witnesses/injured people? Location?
 - f) Are there any outstanding suspect(s)? If so, what is their description, direction and mode of travel? Are there weapons involved?
 - g) Are there any weapons/evidence that need to be secured? If so, what is their location?
 - (3) If a peace officer declines to give a public safety statement, the supervisor may administratively order any SPD officer to immediately provide limited public safety information necessary to secure the scene, locate witnesses/evidence, request additional resources and pursue outstanding suspect(s). If the shooting involves peace officers from an outside agency involved within city limits, the supervisor will have to coordinate obtaining the above information with a supervisor from that outside agency.
- d. After obtaining a public safety statement, administratively order each involved peace officer not to discuss the incident with other peace officers until they receive further direction from a supervisor and to turn off their body-worn cameras.
 - e. Shall physically collect the body-worn cameras from all involved peace officers and place them into separate manila envelopes to start the chain of custody. This camera(s) will later be turned over to investigators for downloading of their contents.
 - f. Separate involved officer(s), assign a Peer Support member to each officer, and coordinate with the Watch Commander to move the officer(s) to an off-site staging area.
 - g. After turning the scene over to the Homicide Sergeant, the supervisor shall prepare a supplemental report, memorializing the Public Safety Statement(s) and other actions taken at the scene for the general offense report (GO).
 - h. Give consideration toward GO 570.03 (Post-Trauma Response) and offer the employee(s) peer support pursuant to GO 570.04 (Peer Support Program).
3. Surrender/Inspection of Weapons Following an Officer Involved Shooting
- a. A peace officer shall be allowed to retain a handgun while at the scene. Firearms other than the involved officer(s)' handgun (e.g., rifles, etc.) that have been discharged shall be secured by the watch commander after the situation has been stabilized. A peace officer may be required to surrender their handguns at the scene if a replacement weapon is immediately available. If this occurs, it shall be accomplished in a private area outside the view of the public or the media.
 - b. The peace officer(s)' weapon(s) shall be inspected by an investigator who is familiar with the weapon system used, and documented as follows:
 - (1) The magazine shall be removed.
 - (2) The chamber shall be checked and cleared, and its condition noted.
 - (3) All live rounds shall be counted, or the cylinder be opened, and the number and location of spent and live rounds described and diagrammed (if necessary).
 - (4) The serial number shall be recorded.
 - (5) The weapon shall then be reloaded and returned to the peace officer or booked at the discretion of the investigator.
 - c. On an accidental discharge, the weapon shall be booked and referred to the armorer for inspection.



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- d. The peace officer's supervisor shall ensure that a replacement weapon is issued in a timely manner. Replacement weapons shall minimally be kept available at all substations and in the Detective Division.
 - e. Any other weapon at the scene may be inspected by the investigating peace officers at their discretion.
4. Death Notifications:
- a. The Office of Investigations Captain or designee shall contact the Coroner's Office as soon as practical in an attempt to identify the next of kin of any subject who dies in police custody or as result of a UOF incident.
 - b. The Coroner's Office shall make the death notification to the next of kin.
 - c. The Office of Investigations Captain or designee shall identify an investigative sergeant to serve as an information liaison between the deceased subject's next of kin and the Department. Investigative updates shall be provided to the next of kin as needed or requested.
5. Watch Level Investigation Following an Officer Involved Shooting
- a. The following shooting incidents shall be investigated by a watch commander or designee:
 - (1) Shooting of an animal.
 - (2) Accidental discharge without injury.
 - (3) Unsuccessful attempted discharge (e.g., weapon malfunction).
 - b. The on-duty Watch Commander shall:
 - (1) Initiate an administrative investigation involving the discharge of firearms, except accidental discharges at the range. The investigation shall be documented in a memorandum and sent through the chain of command to the appropriate office chief. The report shall then be forwarded to the Professional Standards Unit (PSU), where the report shall be kept on file.
 - (2) Designate a sergeant as the principal investigating supervisor.
6. Homicide Unit Responsibilities Following an Officer Involved Shooting
- a. The Homicide Unit shall investigate the following shooting incidents:
 - (1) Discharge at a person.
 - (2) Discharge resulting in serious bodily injury or death to a person.
 - b. After the scene has been stabilized, imminent threats of hostility neutralized and a preliminary briefing has been given to the Homicide Unit, command of the scene shall be relinquished to the Homicide Unit supervisor.
 - c. Homicide detectives shall be aware that any shooting may have a traumatic effect upon involved and uninvolved peace officers. Detectives shall conduct their investigation in a professional manner that shall not add unnecessary trauma to the situation.
 - d. District Attorney's (DA) Office Notification
 - (1) The DA or their designees shall be notified to respond to all officer-involved shootings that result in injury to another person.
 - (2) The DA shall be permitted access to the incident scene to the extent possible without contaminating evidence or otherwise disturbing the scene. Their presence is to merely observe and familiarize themselves with the situation.
 - (3) The DA shall conduct an independent assessment of the circumstances and will issue written findings.
7. Transportation from the Scene
- a. As soon as is practical, the involved peace officer(s) shall be transported from the scene to an offsite staging area, usually the nearest Department facility. The peace officer(s) shall be kept secure from public or other external confrontations pursuant to (GO 570.04) Peer Support Program.
 - b. Peer Support members shall not remove the involved peace officer(s) from the scene without approval of the Incident Commander (IC).



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- c. A peace officer being transported to a police facility in a marked unit shall not be placed in the rear seat unless under arrest. A peace officer may be transported from the scene by their Sacramento Police Officer Association representative and/or their attorney when appropriate.
8. Incident Documentation
- a. Every peace officer shall prepare a written report of their activity and observations as soon as reasonably practical unless an oral statement is taken from detectives. Peace officers who complete oral interviews are not required to prepare a written report.
- b. A peace officer may be directed to prepare reports at the Detective Division at the discretion of the investigating supervisor or higher authority.
- c. Injured peace officers are exempt from preparing a report until physically capable.
- d. Reports shall be submitted and approved prior to end of watch unless circumstances make the completion of a report unreasonable as determined by an appropriate supervisor.
- e. Outside agency personnel may use their own report forms. Copies of the reports may serve as Department supplements.
- f. A peace officer shall be advised of their Miranda rights when:
- (1) Under arrest.
 - (2) Information available to the investigator(s) causes them to believe the peace officer is criminally responsible.
 - (3) The peace officer makes incriminating statements during an oral interview.
- g. While a peace officer(s) is providing a voluntary oral interview for statement under Miranda, the following personnel may view the process:
- (1) Assigned detectives, supervisors, Internal Affairs Division (IAD) investigator, FIT representative, DA investigator, OPSA representative, and/or the peace officer's legal representative.
 - (2) Except with the expressed authorization of the ranking detective or supervisor, no others shall be allowed to view the interview.
- h. When an oral interview is conducted, it shall be audio recorded. The peace officer(s) shall be informed that the interview is being recorded.
- i. No more than two (2) detectives shall be in the interview room with a peace officer. A peace officer may have representation present during any interview. The representative shall not obstruct or otherwise interfere with the investigative process. However, the representative may invoke Miranda to protect the peace officer from self-incrimination.
- j. Involved peace officer(s) and their representatives will have access to their In-Car Camera and Body-Worn Camera recordings and/or other reasonably available recordings of the incident that depicts the involved peace officer or the perspective of the involved peace officer at the time of the incident. However, if such a recording also contains significant content outside these parameters, the Chief of Police, or designee, may redact or withhold the portions of the video containing the content. The peace officer and their representative shall be notified of any redactions or withholdings. A peace officer shall be encouraged to recall the circumstances and provide a chronological outline of the incident. The peace officer(s) shall have the opportunity to talk to an SPOA representative or attorney prior to giving an oral or written statement.
- k. The interviewing detective shall be sensitive to the physical needs and emotional well-being of the peace officer. When appropriate, food and drink shall be provided. The detective shall:
- (1) Ensure that the peace officer is able to move about the office without confronting subjects, witnesses, or the media.
 - (2) Ask the peace officer(s) if they wish to talk with the police chaplain and/or a Peer Support member pursuant to (GO 570.04) Peer Support Program.
- l. A peace officer who is an eyewitness to a shooting shall:
- (1) Respond to the Detective Division to complete a written report or oral interview.
 - (2) Be directed to an available desk away from other peace officers or distractions.
 - (3) Proceed with the preparation of a written report or make notes for the oral interview.



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- m. If applicable, the investigating supervisor shall complete or shall ensure the completion of:
 - (1) An After-Action Report (SPD 005) pursuant to GO 532.13 (After Action/Debriefing Reports).
 - (2) A red border form (RM3).

9. Shooting by SPD Peace Officers Outside City Jurisdiction

- a. Whenever a peace officer, by discharge of a firearm, causes a death or injury outside the city jurisdiction, the peace officer shall notify the agency having jurisdiction and their Watch Commander, who shall ensure IAD and FIT is notified and assigned to assist the agency conducting the investigation for purposes of coordination and keeping informed of the investigation.
- b. If the agency having jurisdiction does not have the resources available to conduct the investigation and requests the SPD conduct the investigation, the Watch Commander shall be notified. The Watch Commander shall assess whether SPD will conduct the investigation.

10. Shooting by Peace Officers of Another Law Enforcement Agency Within City Jurisdiction

- a. If death or injury is the result of a shooting by another law enforcement agency, the Homicide Unit shall be notified to handle the investigation. The other agency shall be notified immediately so they may monitor the investigation pursuant to GO 560.01 (Arrest and Investigation by Allied Agencies).

11. Refresher Training

Any peace officer involved in an on-duty discharge of a firearm, other than during training or qualifying, shall undergo firearms refresher training prior to returning to full duty. Refresher training:

- a. Shall be in accordance with the module prepared by the Training Section.
- b. May include topics such as officer safety tactics, policy, and the law.
- c. Shall be conducted by an authorized range master who shall direct a memorandum to the Captain, Personnel Service Division (PSD), or designee, indicating that the peace officer has received firearm refresher training.
- d. Shall be documented and submitted to the PSD to be placed in the peace officer's personnel file and a copy forwarded to PSU to be placed in the Department's incident folder and tracking software system.

12. Return to Duty

Return to duty for each employee involved in a fatal or injury shooting shall only occur after:

- a. Consideration has been given to GO 570.03 (Post Trauma Response).
- b. The COP, or designee, has notified the City Manager.

C. REVIEW PROCEDURES

5. Internal Affairs Division

- a. The IAD captain shall direct IAD investigators to respond as needed.
- b. If an involved peace officer has elected to not provide criminal investigators with a voluntary statement, the assigned IAD investigator shall conduct an administrative interview to determine all relevant information.
- c. IAD may be directed to be the lead administrative investigators by the COP or designee.

6. Force Investigations Team

- a. Notify Office of Public Safety Accountability (OPSA) and Inspector General or designee of any officer involved shooting or any UOF that caused serious bodily injury or death.
 - (1) OPSA and the Inspector General shall be permitted access to the incident scene to the extent possible without contaminating evidence or otherwise disturbing the scene. Their presence is to merely observe and familiarize themselves with the situation.
- b. Actively monitor the Office of Operations Investigation and participate in the public safety walk-through alongside the assigned Internal Affairs Division (IAD) investigator.
- c. Monitor voluntary statements given by involved officers.
- d. Prepare a summary of basic information of the incident and forward it to the designated redaction personnel.
- e. Add a use of force incident into the tracking software and attach any related policies to the administrative review.



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- f. Review any less lethal force used pursuant to GO 580.12 (Less Lethal Weapons Systems) during an OIS/ICD incident.
- g. Will complete for documentation a 60-day preliminary administrative presentation for executive command staff covering:
 - (1) Policy overview.
 - (2) Serious policy concerns.
 - (3) Suggested changes to policy, training, and or equipment.
- 7. Professional Standards Unit
 - a. Have access to all reports and investigative materials regarding any officer shooting incident with the exception of IAD investigative files.
 - b. Keep and maintain reports and related material indefinitely.
 - c. Contact the City of Sacramento Risk Manager by the next business day to discuss any potential civil liability issues.
 - d. Schedule and facilitate a preliminary review and final review.
 - e. Collect data and report statistics on UOF incidents.
 - f. Maintain the Early Intervention Program (EIP).
- 8. Administrative Review
 - a. Officer involved shootings, other uses of force resulting in death, in custody deaths and other significant events at the discretion of the Chief of Police shall be reviewed via the following two-step process:
 - (1) Preliminary Review
 - a) This review shall take place within the first 30 days following the incident. Extensions beyond the 30-day deadline must be approved by the Chief of Police.
 - b) The Preliminary Review is intended to be a high-level analysis of the incident, with a focus on organizational performance. This review should be facilitated by the Area Captain.
 - c) If the incident involved a UOF, the policy issues related to the specific application of force during the event shall not be addressed.
 - d) Areas covered should include an overview of facts, initial response, training, equipment, policy considerations other than the specific application of force and internal and external communication.
 - e) The Captain of the Office of the Chief shall prepare and submit a memo documenting the findings of the preliminary review to PSU.
 - (2) Force Investigation Team Administrative Investigation
 - a) FIT shall investigate the incident for policy compliance.
 - b) Any policy violations identified during the investigation will be reported to the Office of the Chief Administrative Services Captain and the Internal Affairs Captain by the FIT Sergeant. At the direction of the COP or designee IAD may be assigned as the lead administrative investigators. In these instances, FIT would cease their investigation and IAD would complete the remaining FIT responsibilities.
 - c) The investigation into the UOF application will not conclude until all criminal investigations have been completed.
 - d) Once the FIT or IAD investigation of the UOF application has been completed, the final policy review will be scheduled.
 - (3) Final Policy Review
 - a) An administrative review to determine if the force used during the incident complied with Department policy. Prior to the final review debrief all presentations and documents shall be sent to the FIT Lieutenant or designee for review and approval.
 - b) Shall be chaired by the Deputy Chief, Office of Investigations, and minimally consist of:
 - i. Captain(s) of the involved employee(s)
 - ii. Lieutenant, Training Division



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- iii. Watch Commander
 - iv. Department Range Master
 - v. PSU
 - vi. Risk Management
 - vii. Office of Public Safety Accountability Director
 - viii. Office of the Inspector General
 - ix. SPOA President
- a) Lieutenants and above managers attending the Final Policy Review shall recommend to the COP whether the specific UOF was within Department policy.
 - b) FIT shall be prepared to fully explain the investigation during the final policy review.
 - c) The Homicide Sergeant shall ensure that a copy of the District Attorney's review letter is forwarded to PSU for proper filing and distribution to the involved employee(s).
 - d) Once FIT has completed the administrative investigation, it will be forwarded to the COP through the employee's chain of command.
 - e) FIT shall complete a final policy disposition letter to be signed by the COP. The letter shall address the following:
 - i. If the incident was within policy
 - ii. Any policy or equipment changes
 - iii. Any directed retraining for involved employees
- NOTE: If the incident is investigated by IAD, the final disposition may be documented through the complaint process on an SPD 330 and SPD 332.

D. UOF REVIEW BOARD

All Level 1 and Level 2 UOF incidents will be reviewed on a monthly basis pursuant to GO 580.01 (UOF Review Board).

E. DISCLOSURE OF PUBLIC RECORDS

The Department will disclose public records pursuant to state and federal law.

F. REPORTING TO THE CALIFORNIA DEPARTMENT OF JUSTICE

PSU shall submit statistical data regarding all qualifying officer-involved shootings and incidents involving UOF resulting in serious bodily injury is to be reported to the California Department of Justice (URSUS) as required by Government Code 12525.2.

G. UOF ANALYSIS AND POLICY REVIEW

5. At least annually, PSU shall prepare an analysis report on UOF incidents. The report should be submitted to the Chief of Police. The report should not contain the names of peace officers, subjects or case number but should include:
 - a. The identification of any trends in the UOF by members.
 - b. Training needs recommendations.
 - c. Equipment needs recommendations.
 - d. Policy review and revision recommendations.



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LEVEL 1	LEVEL 2	LEVEL 3
<ul style="list-style-type: none">• UOF resulting in death• UOF resulting in Serious Bodily Injury (SBI)• Officer involved shooting resulting in injury or death• Officer involved shooting-subject missed• Use of vehicle as weapon resulting in SBI• In-custody death• Use of non-issued equipment resulting in SBI or death	<ul style="list-style-type: none">• Officer involved shooting of an animal• Canine bite• CED deployment-probe• Use of chemical agents• Use of baton• Use of CED drive stun• Use of personal body weapons• Use of less lethal weapons systems• Use of BolaWrap®	<ul style="list-style-type: none">• Any UOF used to overcome a combative, physically aggressive, or fleeing subject who has delayed, obstructed, or fought with an officer• Any UOF that results in a visible injury or complaint of pain by the subject to whom force was applied to. Example: visible scratch, abrasion, complaint of pain however not minor discomfort by application of certain control holds or handcuffs



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



REPORTING REQUIREMENTS FOR LEVEL 1	REPORTING REQUIREMENTS FOR LEVEL 2	REPORTING REQUIREMENTS FOR LEVEL 3
<ul style="list-style-type: none"> • Sergeant notification • Homicide call out • CSI request • IAD call out • PSU call out • PIO call out • District Attorney response team • OPSA • Crime or casualty report • Red border form (RM 3) • Tracking software entry <p>All call outs are based on the needs of the incident.</p>	<ul style="list-style-type: none"> • Sergeant notification • Crime or casualty report • CSI request • Red border form (RM 3) • Tracking software entry • Watch Commander investigation (shooting of an animal) 	<ul style="list-style-type: none"> • Sergeant notification • Incident/crime report • CSI request • Red border form (RM 3) if there is visible injury • No tracking software entry