

RELEASE: Revised Use of Force Reporting – Expandable Batons.

EFFECTIVE: Use of Force Incidents occurring on or after October 1, 2024.

This message is being distributed to advise members that the Department's Use of Force policy has been revised to remove the requirement for members to complete a Use of Force packet when an officer uses an expandable baton for leverage only in gaining control of a subject's extremities and no injury or complaint of injury is present. These uses of the expandable baton are still considered a use of force and require reporting as described in Field Manual, Article 12, Section 1.0, Use of Force Incidents, but no longer require the additional documentation included in a Use of Force packet. Members must be aware that this revision does not change the reporting for other uses of the expandable baton (e.g., use as an impact weapon, use causing an injury or complaint of an injury, etc.). These uses will continue to require completion of a Use of Force packet.

Attached is a revised copy of Field Manual, Article 12, Section 1.0. This revised copy supersedes the section currently contained in the Field Manual (General Order #2023-01). This revised copy will be placed into the Field Manual in a future General Order.

Commanders: Please complete a Form 159, Order/Directive Verification Form, for each member in your command and attach one printed copy of this message and the attached document. Members will sign the Form 159 stating that they received a copy of this message and the attached document, which is located in their Department e-mail account. A copy of this message and the attached document will also be posted on the Department's Intranet site.

Questions in reference to this message may be directed to the Strategic Planning Team at x2260.

This message has been reviewed and approved by Captain Joseph W. Donohue (#3844).

12-1.0 USE OF FORCE INCIDENTS

DEFINITIONS

- Deadly Force - the amount of force reasonably calculated to cause death or serious physical injury.
NOTE: The use of deadly force is most commonly associated with firearms, but is not limited to such weapons. It may include other less lethal weapons, issued equipment, hands/feet, or any instrument of necessity.
- De-Escalation - the use of techniques or tactics in an attempt to defuse a potentially hostile, emotional, or violent situation. De-escalation, may, among other things, be used by members, if circumstances allow, to mitigate the need to use physical force. In the use of force context, the goal of de-escalation is to gain compliance.
- De-Escalation Techniques - techniques designed to defuse a situation as described above. These include, but are not limited to: using verbal communication to convey the urgency and necessity of compliance, to transfer a sense of empathy and calm to an agitated person, etc.; building a sense of rapport and understanding with an individual experiencing a crisis; providing time and space to an agitated individual when appropriate; using non-verbal communication skills and active listening skills; on-going assessments of evolving situations; additional/specialized resources and various other techniques as instructed by the Training Section.
- Force - any execution of a physical act to control a person, overcome resistance and/or defend oneself or another. Force may entail the use of body parts, issued departmental equipment, or an instrument of necessity.
EXCEPTION: The following physical acts do not constitute a use of force:
 1. Escorting or touching a subject or arrestee with minimal or no resistance to:
 - a. Ensure officer safety or the safety of others; or
 - b. Accomplish a legitimate law enforcement objective (i.e., carry out the duties and responsibilities of a law enforcement officer).
 2. Routine handcuffing/similar restraining (e.g., with flex cuffs, etc.) with minimal or no resistance;
 3. Displays of an officer's authority/ability to use force without the physical use of force (i.e., shows of force).
- Instrument of Necessity - an item at hand or in close proximity that can be used immediately without delay (e.g. flashlight, clipboard, etc.).
- Neck Restraint - any hold or restraint of the neck which is intended to restrict the flow of oxygen or blood to the brain. Neck restraints include, but are not limited to: strangle holds, choke holds, lateral vascular neck restraints, carotid restraints, and sleeper holds.
- Serious Physical Injury - physical injury that creates a substantial risk of death or causes permanent or protracted serious disfigurement, loss of the function of any bodily member or organ, or the impairment of the function of any bodily member or organ.

GENERAL

- It is the policy of the Department that officers hold the highest regard for the sanctity of human life and the dignity and value of all persons. (See Administrative Manual, Article 1, Conduct).
NOTE: Our members receive recruit level and in-service training in the areas of Constitutional policing and the lawful use of force.
- All members must recognize and act upon their duty to intervene and duty to report uses of force that are inconsistent with law and Department policy. (See Administrative Manual, Article 1, Conduct).

- The following documents must be submitted prior to the end of the member's tour of duty for all incidents involving a use of force:
 1. The appropriate incident report.
 2. Forms 253, Use of Force Report.

EXCEPTIONS:

 1. When a pre-printed Use of Force Report Form 12L, Intra-Department Correspondence, is required to be submitted in place of a Form 253 pending statements being made to the investigating Criminal Investigations Bureau (CIB) entity or other investigating unit, the pre-printed Use of Force Report Form 12L must be submitted prior to the end of the member's tour of duty.
 2. When the member is injured during the course of the incident, the required Form 12L or Form 253 will be submitted as soon as practicable.
 3. All related narrative documents (i.e., by the members using force, the members observing (e.g., seeing, hearing, etc.) the use of force, and the members with pertinent information related to the review of a use of force).

EXCEPTIONS: When a:

 1. Pre-printed Use of Force Report Form 12L is submitted in place of the required Form 253 pending statements being made to the investigating CIB entity or other investigating unit;
 2. Member (i.e., member using force, member observing (e.g., seeing, hearing, etc.) the use of force, or member with pertinent information related to the review of a use of force) wishes to speak to counsel prior to completion of the required narrative document(s); ~~or~~

NOTE: Members will ensure that narrative documents that were delayed to speak to counsel are completed and submitted within 72 hours, when possible.
 3. Shift/unit commander authorizes an extension (e.g., due to staffing issues, overtime issues, etc.) for members who did not use force but observed the use of force or have pertinent information related to the review of a use of force, **or**

NOTE: Members will ensure narrative documents authorized for delay in this manner are completed and submitted within 72 hours, when possible.
 4. Member observes a use of force or obtains information relevant to the review of a use of force while off-duty, they will complete the required narrative document upon returning to duty.
- All uses of force require a:
 1. Supervisory review;
 2. Command level review; and

NOTE: Supervisors and commanders are prohibited from conducting a review of incidents in which they used force.

 3. Review by the Internal Affairs Division (IAD).

EXCEPTION: The IAD is not required to review uses of force that do not require a Use of Force Packet, unless potential use of force policy violations have been identified or the use of force is selected for review as part of the IAD audit
- An administrative investigation will be initiated whenever any of the following occurs:
 1. Injuries to a person through the use of force by a Department member are inconsistent with the amount of force documented.
 2. A use of force complaint has been filed by a member of the public.
 3. A potential use of force policy violation has been identified during the review of a use of force (i.e., the use of force appears to be beyond that which, under the totality of the circumstances, is necessary and proportional to prevent an imminent threat of physical injury to a person or effectuate a legitimate law enforcement objective in violation of sub-section (D) of the Maryland Use of Force statute (i.e., Public Safety §3-524(D)).

USES OF FORCE REQUIRING A USE OF FORCE PACKET

- Force is used involving Department-issued equipment, personal equipment, or an instrument of necessity.
EXCEPTION: A Use of Force Packet is not required for incidents in which an officer uses an expandable baton for leverage only in gaining control of a subject's extremities and no injury or complaint of injury is present.
NOTE: For firearms discharges, see Field Manual, Article 12, Section 7.0 (Firearms Discharges).
- A member's body part (e.g., fist, elbow, knee, foot, head, etc.) is used to administer a strike (e.g., defensive, compliance, etc.) to an individual.
- A Department canine intentionally bites or purposefully inflicts injury to an individual the canine team intended to seize.
- An individual in custody has visible or apparent injuries that indicate that treatment may be necessary and the injuries were inflicted due to a police use of force. This includes when treatment is refused.
- Force is used, and a shift/unit commander requests additional investigation of the force beyond the required Form 253 and related incident report/narratives.
NOTE: The taking of photographs solely to document that there are minor injuries (e.g., redness on wrists, rug burn, minor scrapes or scratches, etc.) that do not require treatment or no visible injuries does not require the completion of a Use of Force Packet when the aforementioned criteria have not been met.

SWORN MEMBERS

- Must communicate to the subject their identity, purpose and intention, unless the circumstances are such that the subject already knows, or unless such communication cannot be reasonably made.
NOTE: Verbalization should continue throughout the incident when reasonable.
- Shall take reasonable steps to gain compliance and de-escalate conflict without using physical force, when time, circumstances, and safety allow.
NOTES:
 1. Reasonable alternatives are those that are able to achieve the same ends safely and effectively.
 2. This does not require the member to jeopardize their own safety by pursuing alternatives that are not reasonable under the totality of the circumstances (e.g., the amount of time the member has to make a decision, the immediacy of the threat facing the officer, etc.).
 3. Members should consider whether a lack of compliance is a deliberate attempt to resist or is caused by an inability to comply.
- Utilize de-escalation techniques along with their training (e.g., Integrating Communications, Assessment, and Tactics (ICAT), etc.), when safe and practical to do so, to ensure they:
 1. Are communicating, re-assessing the situation, and using the best tactics to defuse or stabilize a situation safely so that more time, options, and resources may be available to gain voluntary compliance and/or reduce or eliminate the need to use force; and
 2. Use the least amount of force necessary and proportional to safely control a situation.
- Are not required to confront an adversary without having an advantage.
NOTE: Officers need the ability to disengage, or escalate to a higher force option, to escape injury and/or maintain control.
- May not use force against a person unless, under the totality of the circumstances, the force is necessary and proportional to:
 1. Prevent an imminent threat of physical injury to a person; or

2. Effectuate a legitimate law enforcement objective (i.e., carry out the duties and responsibilities of a law enforcement officer).

NOTES:

1. Force is not necessary unless there is no reasonable alternative to using force that, under the totality of the circumstances, would safely and effectively achieve the same legitimate ends.
 2. When determining whether to use force or continue using force, officers shall take into consideration all information known regarding the subject and circumstances, including the severity of the crime, the threat posed by the individual to the safety of the officer or other people, and whether the subject is trying to flee or resist arrest.
- Must evaluate the immediate circumstances and use only the force necessary and proportional for the situation.

NOTES:

1. The sworn member will continually assess the situation and change their response as the situation changes.
 2. Certain factors and circumstances surrounding a confrontation (officer vs. subject) will impact the use of force decision. Specific factors and circumstances include, but are not limited to:
 - a. Differences in age, gender, size, fitness, or skill level.
 - b. The presence of multiple subjects.
 - c. The proximity of a weapon.
 - d. Disability or injury to the officer.
 3. This does not mean that the sworn member must utilize the exact same type, degree, or amount of force as a subject.
- Will not use deadly force, unless deadly force is necessary and proportional to protect others and/or the members themselves from imminent danger of death or serious physical injury and the other alternatives:
 1. Have been exhausted; or
 2. Are unreasonable in light of the circumstances.
 - Are prohibited from the use of neck restraints unless the use of deadly force is permitted as stated above. Justification for the use of a neck restraint rests solely with the member.
 - Shall fully document all force they use and all uses of force that they observe (e.g., see, hear, etc.) or have pertinent information related to the review of by placing a written narrative detailing their observations and/or involvement in the incident in an appropriate incident report (i.e., Case Report or Officer Report).

NOTES:

1. This includes when a member observed or has information pertinent to the review of a use of force by a:
 - a. Department member that occurred outside of the State of Maryland; or
 - b. Law enforcement officer from another jurisdiction that occurred in the state of Maryland.

NOTE: When an Incident Report is not being completed, an *Other Jurisdiction* Officer Report shall be written.

2. Members will ensure that "Yes" remains selected in the *Use of Force Completed (Form 253)* field, when an updated version of a Case Report is completed.

NOTE: This will assist the IAD with tracking Forms 253.

SWORN MEMBERS USING FORCE

- Shall cease the use of force as soon as:
 1. The person on whom the force is used:

- a. Is under the sworn member's control; or
 - b. No longer poses an imminent threat of physical injury or death to the sworn member or to another person; or
2. The sworn member determines that force will no longer accomplish a legitimate law enforcement objective (i.e., the duties and responsibilities of a law enforcement officer).
NOTE: Sworn members are reminded that in addition to the above provisions outlined in the Maryland Use of Force Statute, they are required to cease the use of force when they have determined that, under the totality of the circumstances, the force is no longer necessary and proportional to prevent an imminent threat of physical injury to a person or effectuate a legitimate law enforcement objective (i.e., carry out the duties and responsibilities of a law enforcement officer).
- Shall render basic first aid to persons injured as a result of police action and promptly request appropriate medical assistance.
NOTE: Aid:
 1. Shall be consistent with the member's training and rendered when safe and feasible to do so.
 2. Will include a request for emergency medical assistance for any person in police custody with an obvious injury or complaint of injury.
 - Immediately notify their supervisor of all uses of force.
NOTES:
 1. If the use of force occurred within another jurisdiction, the member will immediately notify the Baltimore County 9-1-1 Communications Center for notification of the member's commander and their on-duty shift/unit commander via the 9-1-1 Police Liaison.
 2. If the member does not have an on-duty supervisor, the on-duty supervisor for the command in which they are working will be notified.
 - May voluntarily give a public safety statement in reference to the circumstances surrounding uses of force that result in an unusual occurrence (Refer to Field Manual, Article 12, Section 7.2, Public Safety Statements).
NOTE: Involved members may decline to answer the public safety statement questions.
 - Complete and submit a Form 253, prior to the end of their tour of duty to document all force used (i.e., uses of force that require a Use of Force Packet and uses of force that do not require a Use of Force Packet), as defined by this policy.
EXCEPTIONS: Uses of force:
 1. Involving firearms discharges by a member will be documented as described in Field Manual, Article 12, Section 7.0, Firearms Discharges.
 2. Other than a firearms discharge, that results in serious physical injury or death and where an entity of the CIB or another investigating unit is conducting a criminal investigation, will be documented as described below.
 3. Where the member is injured during the course of the incident will be reported as soon as practicable.
 - Using force, other than a firearms discharge, that results in serious physical injury or death, and where an entity of the CIB or another investigating unit is conducting a criminal investigation, will:
 1. Submit a pre-printed Use of Force Report Form 12L, prior to the end of their tour of duty.
NOTE: No further information or details of the incident will be included in the Form 12L.
EXCEPTION: When the member is injured during the course of the incident, the pre-printed Use of Force Report Form 12L will be submitted as soon as practicable.

2. Not write any statements or complete any administrative forms until after being interviewed by the investigating CIB entity or other investigating unit.
EXCEPTION: Information to be included in the pre-printed Use of Force Report Form 12L.
 3. Remain in the clothing they were wearing at the time of the use of force until a supervisor of the investigating CIB entity or member of the other investigating unit arrives to ensure photographs of the member's appearance are taken.
EXCEPTION: When there are extenuating circumstances (e.g., the member sustains injuries requiring removal of clothing for immediate medical attention, because the clothing has been contaminated and is a bio-hazard, etc.) photographs will be taken using a BWC handheld device prior to removal, if practicable.
 4. Complete the Form 253 within 30 days of the incident, when possible, after they have made all statements to the investigating CIB entity or other investigating unit.
- Place a written narrative detailing de-escalation, use of force actions, and justifications in the appropriate incident report, and not in the Statement of Charges and/or attached to the Form 253.

NOTES:

1. All sworn members using force shall ensure their narrative includes a full explanation of:
 - a. Any attempts to de-escalate the situation and/or the reasons that de-escalation techniques were not appropriate (i.e., the reason they were not reasonable in light of the circumstances of the incident).
 - b. The imminent threat of physical injury the use of force was aimed at preventing and/or the legitimate law enforcement objective (i.e., duties and responsibilities of a law enforcement officer) force was used to achieve.
 - c. The circumstances used to determine that the use of force was necessary and proportional.
NOTE: Relevant items to document include information known regarding the subject and circumstances, including the severity of the crime, the threat posed by the individual to the safety of the officer or other people, and whether the subject is trying to flee or resist arrest.
 - d. The reason(s) the use of force was ceased (e.g., the subject was under the member's control, the subject no longer posed an imminent threat of physical injury or death to the member or to another person; the member determined the force would no longer accomplish a legitimate law enforcement objective, the force was no longer necessary and/or proportional, etc.).
 2. Sworn members will obtain the names, identification numbers, and employing agencies of law enforcement officers from other jurisdictions observing their use of force, when practicable and will include the information in their Incident Report.
- Ensure that "Yes" has been selected from the *Use of Force Completed (Form 253)* field in the Case Report documenting the incident.
NOTE: If "Yes" is not selected, the sworn member using force must create an updated version of the Case Report to change the selection to "Yes."
 - Submit appropriate incident and medical injury reports detailing the incident.
NOTE: Medical injury reports must be completed for all injuries, even if medical treatment is refused.

SUPERVISORS

- Ensure notification is made to the shift/unit commander for all uses of force.

- Shall respond to the scene of any incident during which an officer under their supervision used force that resulted in serious physical injury or death.
NOTE: When the member's supervisor is unavailable to respond, they will ensure an appropriate supervisor is assigned to respond in their place.
- For all use of force incidents, gather and review all known recordings (e.g., body worn camera footage, security footage, etc.), prior to review and endorsement of the Form 253 and related documentation.
NOTES: Supervisors will:
 1. Not seize recording devices used by citizens except as described in Field Manual, Article 7, Section 14.0, Photographs.
 2. Ensure that a sufficient portion of the videos are viewed to accurately make an assessment of whether the use of force was properly documented and whether there are potential use of force policy violations.
- Create a case folder in the Digital Evidence Management System (DEMS) and place into it any body worn camera (BWC) system data that captures the use of force.
- Ensure required Forms 253 and/or Forms 12L documenting a use of force are submitted prior to the end of the officer's tour of duty.
- Ensure required narrative documents have been completed.
- Review and endorse:
 1. Forms 253; and
NOTE: Forms 253 containing a completed supervisory and command level review must be submitted through the officer's chain of command to the IAD within 14 days from the date of the incident, unless an extension has been granted by the IAD Commander. It will not be sent until the gathering and review of all recordings, narratives, etc. has been completed.
 2. Related narrative documents.
- If potential use of force policy violations are identified during the review/investigation:
 1. Consult their shift/unit commander; and
 2. Complete a Form 12L.
NOTE: A copy of the Form 12L will be attached to the Form 253.
- Ensure that "Yes" has been selected from the *Use of Force Completed (Form 253)* field in the most recent version of the Case Report, prior to approving a Form 253.
NOTE: This will assist the IAD with tracking Forms 253.
- For all uses of force that result in an unusual occurrence (i.e., uses of force resulting in serious physical injury or death), will:
 1. Not conduct formal administrative interviews of the member(s) involved. They will only ask the involved member(s) the Public Safety Statement questions outlined in Field Manual, Article 12, Section 7.2, Public Safety Statements, when applicable.
 2. Notify the shift/unit commander of the unusual occurrence.

SHIFT/UNIT COMMANDERS

- Immediately notify the precinct commander of the precinct where the incident occurred, and if different, the commander of the member involved when a use of force requiring a Use of Force Packet has occurred.
- If force results in death or whenever death is imminent, notify the:
 1. HMPU.
 2. Forensic Services Section (FSS).
 3. Precinct commander and member's commander.
 4. 9-1-1 Police Liaison.
 5. IAD.

6. Legal Section.

NOTE: During non-business hours have the 9-1-1 Police Liaison notify the above commands.

- If force results in serious physical injury, contact the Bureau Chief of the CIB via their chain of command for a determination regarding which section or unit within the CIB will complete the criminal investigation, when a criminal investigation is required.
- For all uses of force that result in an unusual occurrence, will:
 1. Not conduct formal administrative interviews of the member(s) involved. They will only ask the involved member(s) the Public Safety Statement questions outlined in Field Manual, Article 12, Section 7.2, when applicable.
 2. Complete unusual occurrence procedures as outline in Administrative Manual, Article 3, Section 1.0, Unusual Occurrences).
- When the use of force requires a Use of Force Packet, ensure photographs of the officer(s) and suspect(s) injuries and/or impact areas are taken, regardless of whether an injury is visible.

NOTES:

1. If an injury is:
 - a. Visible, the photographs will be taken by the FSS, unless the FSS is in Restricted Response Mode.
 - b. Not visible, the shift/unit commander will decide if the photographs will be taken by a member of the FSS or a member of their command.
 2. If photographs cannot be readily obtained, the shift/unit commander will ensure:
 - a. Reasonable attempts are made; and
 - b. An explanation for the lack of photographs is documented in the Use of Force Packet.
- Ensure required Forms 253 and required narrative documents have been completed.
 - Review and endorse Forms 253, upon review of recordings, reports, and related narratives.

NOTES:

1. The shift/unit commander will ensure that a sufficient portion of the videos are viewed to accurately make an assessment of whether the use of force was properly documented and whether there are potential use of force policy violations.
 2. Forms 253 containing a completed supervisory and command level review must be submitted through the officer's chain of command to the IAD within 14 days from the date of the incident, unless an extension has been granted by the IAD Commander. It will not be sent until the gathering and review of all recordings, narratives, etc. has been completed.
- When the incident requires a Use of Force Packet, prepare a written summary including statements made and recorded in the original incident report by the:
 1. Officer using force.
 2. Witnesses and other officers.
 3. Victim, when applicable.

EXCEPTION: Written summaries for uses of force that were unusual occurrences will not be completed.

- Complete a Form 12L, if potential use of force policy violations are identified during the review of Forms 253 and related documentation and attach it to the Form 253.

EXCEPTION: When a Use of Force Packet is required, the policy violations will be included in the required written summary.

- Complete a BlueTeam entry, if:
 1. A Form 12L has been completed (i.e., by the supervisor or the shift/unit commander) to document a potential use of force policy violation; or

2. Potential use of force policy violations have been included in the written summary for a Use of Force Packet.
- When the use of force requires a Use of Force Packet, complete and forward the packet to the member's commander, ensuring it includes the following:
 1. Written summary.
 2. Completed Form 253.
 3. All photographs of the officer(s) and suspect(s) injuries and/or impact areas or reference numbers to obtain photographs from the FSS.
 4. Form 273, Sick or Injured Person Medical Report.
 5. Prisoner Incarceration Log.
 6. Form 91, Daily Summary Report.
 7. Prisoner medical records and/or authorization for release of medical records from the prisoner.
 8. Completed police reports, including the Form 166, Arrest Report.

PRECINCT/SECTION COMMANDER

- Reviews the written summary and police reports of the incident for accuracy and completeness.
- Reviews and endorses Forms 253 upon review of recordings, reports, and related narratives.

NOTES:

1. The precinct/section commander will ensure that a sufficient portion of the videos are viewed to accurately make an assessment of whether the use of force was properly documented and whether there are potential use of force policy violations.
 2. Forms 253 containing a completed supervisory and command level review must be submitted through the officer's chain of command to the IAD within 14 days from the date of the incident, unless an extension has been granted by the IAD Commander. It will not be sent until the gathering and review of all recordings, narratives, etc. has been completed.
- Forwards approved pre-printed Use of Force Forms 12L to the IAD.
 - Reviews completed Use of Force Packets and attaches written documentation of the review.
EXCEPTION: Written documentation for uses of force that were unusual occurrences will not be completed.
 - If violations are present, consults with their division commander/bureau executive officer and the IAD to determine what investigative action is warranted.
NOTE: A Form 12L and a BlueTeam entry will be initiated if the use of force appears to be in violation of Department policy. If a BlueTeam entry was previously completed by the shift/unit commander documenting a potential use of force policy violation, the precinct/section commander will provide additional documentation on a Form 12L and attach it to the existing BlueTeam entry.
 - Forwards all completed Use of Force Packets and all Forms 253 where a BlueTeam entry was initiated to their division commander/bureau executive officer for review.
 - Forwards all Forms 253 that do not require a Use of Force Packet and/or a BlueTeam entry to the IAD within 14 days from the date of the incident, unless an extension has been granted by the IAD Commander.
 - If force results in death or serious physical injury:
 1. Places the member in a non-line function.
 2. Refers the member to the appropriate psychological services caregiver.**NOTE:** The above actions will be documented in the appropriate report.
 - 3. May recommend return of the member to regular duty:

- a. When deemed appropriate, after consultation with their chain of command and the IAD Commander;
- b. After the member obtains a release from the Department-approved psychological services caregiver;
- c. After the member completes a physical health examination at the County's Designated Health Care Provider; and
- d. After the member completes post critical incident training specific to the incident (e.g., firearms training/tactics, etc.), if needed.

NOTE: Recommendations will be presented to the Chief of Police who will determine when members placed in a non-line function may return to regular duty.

- Contact the IAD for instruction, if a non-sworn member uses force.

DIVISION COMMANDERS/BUREAU EXECUTIVE OFFICERS

- Review completed Use of Force Packets and attach written documentation of the review.
EXCEPTION: Written documentation for uses of force that were unusual occurrences will not be completed.
- Forward completed Use of Force Packets and Forms 253 where a BlueTeam entry was completed to the IAD within 14 days from the date of the incident, unless an extension has been granted by the IAD Commander.
NOTE: If the use of force investigation identifies serious policy violations or concerns, the division commander/executive officer will forward the completed investigation to their bureau chief for review prior to forwarding it to the IAD.

TRAINING SECTION

- Ensures members are properly trained regarding:
 1. The proper application and use of force;
 2. When a police officer may or may not draw a firearm or point a firearm at a person;
 3. Enforcement options that are less likely to cause death or serious physical injury;**NOTE:** Includes scenario-based training, de-escalation tactics and techniques, and reasonable alternatives to decrease physical injury.
- Ensures that the mandates of this Department and the Maryland Police Training and Standards Commission (MPTSC) will be followed for the courses of instruction, and met by each member in order to use any Department-issued weapon.
- Maintains a record of members who are qualified with authorized Department weapons and establishes courses of instruction.
- May be consulted by commanders for questions regarding use of force/weapon systems training/tactics in relationship to an incident.

INTERNAL AFFAIRS DIVISION (IAD)

- Reviews all use of force complaints.
- Maintains statistics on complaints involving the use of force and use of force incidents.
- Advises the Chief of Police of use of force complaints and use of force statistics on a regular basis.
- Is authorized to initiate investigations concerning the use of force by Department members.
- Reviews Forms 253 when:
 1. A Use of Force Packet is required; and/or
 2. Potential use of force policy violations have been identified by the member's command and an entry has been made in BlueTeam.
- Reviews all Use of Force Packets.
- Forwards a copy of all Forms 253 to the State's Attorney's Office for discovery purposes.

- Conducts administrative investigations for uses of force that result in an unusual occurrence in accordance with Administrative Manual, Article 3 (Administrative Investigations and Reports).
- Conducts a quarterly audit of a minimum of 10 Forms 253 that did not require IAD review. The audited Forms 253, related documentation, and identified recordings will be reviewed by the IAD to ensure that the use of force has been properly classified at the command level as not requiring an IAD review because:
 1. It does not require a Use of Force Packet; and
 2. No use of force policy violations occurred.

BUREAU CHIEF OF THE CRIMINAL INVESTIGATIONS BUREAU (CIB)

- Determines which section or unit within the CIB will complete the criminal investigation, when a criminal investigation is required in reference to a use of force that did not involve the discharge of a departmental firearm or a privately owned, Department-approved firearm.

REFERENCES

- Administrative Manual, Article 1 (Conduct).
- Administrative Manual, Article 2 (Complaints and Misconduct).
- Administrative Manual, Article 3 (Administrative Investigations and Reports).