City of Carroll

Brad Burke, Chief of Police — **Police Department**

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MEMO TO: Mike Pogge-Weaver, City Manager MJPW

FROM: Brad Burke, Chief of Police BB

DATE: September 19, 2017

SUBJECT: Police Policy Updates

Attached to this memo are three policies. The first being Conducted Electrical Weapons (CEW) commonly referred to as TASER. Updates to this policy come as recommendations from TASER which is the manufacturer of the CEW carried by the Carroll Police Department. The change involves annual training. The current policy requires officers to complete the entire initial training course annually while the changes allow those currently certified to take an abbreviated course or refresher. The policy also allows for additional training for those officers who do not show continued proficiency with the device.

The second policy is on background checks for new hires within the police department. This policy puts into writing what is already being completed and allows for additional checks if deemed necessary. This is a new policy.

The third attached policy is Critical Incident Stress Management. This policy creates a baseline for the department when dealing with the after effects of a critical incident. A critical incident is defined as an unusual, violent event and involves a perceived threat to, or actual loss of, human life that may overwhelm an individual's normal coping mechanism and create extreme psychological distress. This policy is the beginning of a program within the department to manage the stress of these incidents and what steps should be completed after an incident.

RECOMMENDATION: Council consideration and approval of the amendment to the Conducted Electrical Weapon (CEW) / TASER policy and approval of the Background Check and Critical Incident Stress Management policies for the Carroll Police Department.

	Effective Date	*Number*
Subject **Conducted Electrical Weapon (CEW) / TASER**		
Reference	*Special Instructions*	
Distribution	*Re-evaluation Date*	*No. Pages*

I. PURPOSE. The purpose of this policy is to establish and maintain uniform guidelines for the use of Conducted Electrical Weapons (CEW) by officers in the Carroll Police Department.

II. POLICY. It is the policy of the Carroll Police Department to make available to its officers, in the performance of their duties, non-lethal, Conducted Electrical Weapons. These devices are intended to be used to ensure the safety of the officers, the safety of the public, and the safe immobilization of violent or potentially violent suspects when deadly force is not justifiable.

The guidelines in this policy have been established in accordance with the Deadly Force and Non-Deadly Force policy of the Carroll Police Department. Therefore, officers should always consider the totality of the circumstances when applying these guidelines and shall use only that force that is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officer or another.

III. DEFINITIONS.

a. **Taser**: The Taser (including current X26P and X2 models) is a Conducted Electrical Weapon (CEW), otherwise known as an Electronic Control Device (ECD). The Taser uses a replaceable cartridge containing compressed nitrogen to deploy two small probes that are attached to the Taser by insulated conductive wires. The Taser transmits electrical pulses through the wires and into the body, affecting the sensory and motor functions of the peripheral nervous system. The Taser is designed to immobilize a suspect by means of an electrical current, which causes the muscles of the body to involuntarily contract.
b. **Deployment**: Shooting the projectiles that are housed in the cartridge of a CEW.
c. **Discharge**: Any time the CEW is triggered, causing an electric current to arc, without the use of a cartridge or the actual deployment of projectiles.
d. **Drive Stun**: Anytime the CEW is deployed or discharged while direct contact occurs between the CEW and a target subject.

IV. GENERAL GUIDELINES.

a. The official CEW of the Carroll Police Department is the Taser X2 Model. Only those officers who have satisfactorily completed the required training will be

allowed to carry and use the TASER.

b. While on duty, officers shall only carry the CEW that is issued to them by the Carroll Police Department.

c. Officers should conduct a spark test, in accordance with TASER, at the beginning of their shift, to ensure that the CEW is in good working order.

d. When the CEW is carried as a part of the officer's equipment, it shall be positioned on the officer's duty belt, in a department approved holster. The carry position of the CEW may be determined by each individual officer. However, officers shall not carry the CEW in a position that is readily accessible or can be easily deployed through the use of the officer's primary hand or service weapon hand. Officers shall train to access and deploy the CEW, primarily using the support-hand. The CEW should not be carried in any position that causes it to come into contact with the portable radio, which could result in accidental discharge of the CEW cartridges.

e. Extra CEW cartridges should not be carried in pockets as this could result in damaged blast doors and the cartridges are subject to accidental discharge due to static electricity. However, the plastic shipping containers for CEW cartridges should be kept and readily available to officers in the field, for post CEW deployment purposes.

f. Officers shall be responsible for ensuring their department issued CEW is properly maintained and kept in good working order at all times. In addition, officers are responsible for ensuring that their CEW is stored in a safe and secure location when the officer is off-duty or when the CEW is not secured in the officer's duty holster.

g. Each CEW must be submitted to the department's CEW Instructor at regular intervals, to ensure that each CEW is operational, in safe working condition, that the data has been downloaded, and that all updates have been properly installed. The CEW Instructor is authorized to remove any unsafe CEW from service and should advise the Chief of Police upon taking such action.

h. Any problems associated with the CEW or related equipment shall be brought to the attention of the shift supervisor and/or CEW Instructor at once.

V. USE OF THE CONDUCTED ELECTRICAL WEAPON (CEW)

a. There are limitations and restrictions associated with Conducted Electrical Weapons, such as the TASER, that requires consideration before each use.

b. The CEW should only be used when the officer can safely approach the target subject within the operational range. Furthermore, the CEW may be used when lethal force does not appear to be justifiable. Although the CEW is generally

effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared to use other force options.

c. The CEW should only be used against a subject if an officer reasonably believes that violence is imminent, against a subject who is exhibiting active aggression, or against a subject who is actively resisting in a manner that the officer believes, will likely result in injuries to themselves or others.

d. The CEW should not be used against calm subjects or those demonstrating passive resistance, unless an officer reasonably determines that there are exigent circumstances.

e. The CEW should not be used indiscriminately or in anticipation against verbal threats of violence or resistance. An officer must reasonably determine that a threat of violence or resistance is credible before use of the CEW.

f. The CEW may be used when attempts to subdue a suspect through other use-of-force options have been or will likely be ineffective, or there is a reasonable expectation that it will be unsafe for officers to approach within reach of the suspect.

g. Due to the risk of falling, the CEW should generally not be used against pregnant women, elderly persons, young children, individuals with low body mass, and visibly frail persons. In addition, personnel should evaluate whether the use of the CEW is reasonable, based on the totality of the circumstances. Officer/Subject factors to be considered include the subject's age, gender, size, fitness level, skill level, the number of offenders present, and the number of officers present. In addition, special circumstances to be considered include the target subject's proximity to a weapon, special knowledge, injuries or exhaustion, ground position, disabilities, and imminent danger.

h. The use of the CEW should also be avoided on certain individuals such as those who are handcuffed/restrained (except under exigent circumstances) and individuals who have recently been sprayed with a flammable chemical agent or in close proximity to any known combustible vapor or flammable material.

i. Fleeing should not be the sole justification for using the CEW against a subject. Personnel should consider the severity of the offense, the subject's threat level to others, and the risk of serious injury to the subject before deciding to use the CEW on a fleeing subject.

j. The CEW should not be used against a subject in physical control of a vehicle in motion.

k. The CEW should not be used when a subject is in an elevated position where a fall may cause substantial injury or death.

l. CEWs shall not be used to harass or punish a suspect. It should only be used when justifiable circumstances exist.

m. Officers should apply the CEW for only one standard cycle (5 seconds) and then evaluate the situation before applying subsequent cycles. Multiple applications of the CEW against a single individual are generally not recommended and should be avoided unless the officer reasonably believes that the need to control the target subject outweighs the potentially increased risk posed by multiple applications.

n. Officers should generally not intentionally apply more than one CEW against a single subject.

o. If an officer has deployed 3 cycles (15 seconds) with the CEW he/she should consider other force options.

p. Generally, a verbal warning of the intended use of the CEW should precede its use, unless it would otherwise endanger the safety of the officer or another, or when it is not practicable to do in the circumstances. A verbal warning provides the subject with a reasonable opportunity to voluntarily comply and provides other officers with a warning that the CEW may be deployed. When deployed the officer should loudly verbalize that the CEW has been deployed by repeating the terms "TASER" or "TASE" multiple times.

q. While it is recognized that incidents occur in a dynamic and uncontrollable manner, reasonable effort should be made to target areas recommended by TASER and avoid the head, neck, chest, and groin.

VI. AFTER USING THE CONDUCTED ELECTRICAL WEAPON (CEW)

a. Efforts should be made to restrain the target subject while still being subjected to CEW deployment or immediately after

b. If the target subject begins to exhibit any unusual behavior after the firing cycle has been completed or requests medical attention, contact EMS immediately.

c. Officers may remove CEW probes in accordance with training unless they are in sensitive areas such as the face, neck, or groin. Probe removal is a biohazard and should be performed according to TASER guidelines. If a probe is lodged in a sensitive area it should be removed by medical personnel.

d. Notify the supervisor on-duty as soon as practicable.

e. Take photographs of the subject, regardless of whether or not there are visible effects of the CEW usage. Note where each probe made contact with the skin and the distance between probes.

f. Collect the fired cartridge and all of its components, placing them into a shipping container, which will all be logged into evidence.

g. Complete an Incident Report outlining the use-of-force during the incident.

h. Notify the department's CEW Instructor so that he/she may obtain the firing data download, which should be included in the case file.

~~VII. ANNUAL ECD TRAINING CERTIFICATION:~~

~~a. Basic ECD operator certification is taught by the department's Taser Instructor, in accordance with the guidelines established by Taser International.~~

~~b. Personnel must successfully complete the six (6) hour basic Taser course.~~

~~c. Personnel must successfully pass the Taser written exam with a minimum score of 80%.~~

~~d. Personnel must successfully fire three (3) cartridges.~~

VIII. CEW TRAINING:

a. All sworn personnel shall be required to complete the departmental CEW training certification program as prescribed by TASER. Upon successful completion of the training, officers will be authorized to carry the TASER for on-duty-use.

b. Proficiency training for personnel who have been issued a CEW shall be conducted annually. Annual recertification shall be as prescribed by TASER. A reassessment of an officer's knowledge and/or practical skill may be required if deemed necessary by departmental supervision.

RESOLUTION NO.____

WHEREAS: The City Council of Carroll, Iowa meeting in regular session on the 25th day of September, 2017, has adopted this Resolution, and;

WHEREAS: The City Council supports an amendment to the policy for the Carroll Police Department regarding Conducted Electrical Weapon (CEW) / TASER.

WHEREAS: The City Council recognizes that this change is recommended by TASER for annual certification.

THEREFORE: BE IT RESOLVED, that the City of Carroll, by this Resolution of the City Council, approves the amendment to Conducted Electrical Weapon (CEW) / TASER policy for the Carroll Police Department.

Passed and approved by the City Council of the City of Carroll, IA, this 25th day of September, 2017.

CITY OF CARROLL, IOWA

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Eric Jensen, Mayor

ATTEST: _____
Laura Schaefer, City Clerk

	Effective Date	Number

Subject Background Checks – New Hire		
Reference	Special Instructions	
Distribution	Re-evaluation Date	No. Pages 1

I. **PURPOSE:** The purpose of this policy is to give general guidelines on performing background checks for employment with the Carroll Police Department.

II. **POLICY:** It is the policy of the Carroll Police Department to have staff with only the highest integrity and best skill set needed to complete the position of police officer. The police department is committed to protecting the community we serve; therefore, only the best qualified candidates will be selected for the positions within the department. Background checks shall be completed prior to employment with the department.

III. **PROCEDURES:**

A. Applicants will be informed that a background check will be conducted prior to employment.
B. Background checks will be completed by the Chief of Police or a designee approved by the Chief of Police.
C. Background checks will include, at a minimum, a multi-state criminal history check, National Sex Offender Registry check, credit check, driver history check, reference check, employment history check, and education history check.
D. Additional requirements may be performed at the discretion of the Chief of Police.
E. Checks will be completed in person as much as possible.
F. Completion of a background check shall be completed prior to employment, but may be given after a conditional offer of employment has been extended.
G. Results will be held confidential and maintained by the Chief of Police.
H. Failure to disclose criminal convictions will result in disqualification for employment.
I. Disqualification of a candidate based on information discovered in a background check is not subject to appeal, subject to state and federal regulations.

RESOLUTION NO.____

WHEREAS: The City Council of Carroll, Iowa meeting in regular session on the 25th day of September, 2017, has adopted this Resolution, and;

WHEREAS: The City Council supports a policy for the Carroll Police Department regarding background checks.

WHEREAS: The City Council recognizes that this policy will provide the minimum requirements necessary to complete a background check on applicants for positions within the police department.

THEREFORE: BE IT RESOLVED, that the City of Carroll, by this Resolution of the City Council, approves the Background Checks – New Hire policy for the Carroll Police Department.

Passed and approved by the City Council of the City of Carroll, IA, this 25th day of September, 2017.

CITY OF CARROLL, IOWA

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Eric Jensen, Mayor

ATTEST: _____
Laura Schaefer, City Clerk

	Effective Date	Number

Subject **Critical Incident Stress Management**		
Reference	Special Instructions	
Distribution	Re-evaluation Date	No. Pages 3

I. **PURPOSE:** The purpose of this policy is to provide guidelines that shall be uniformly applied to the management of stress resulting from critical incidents. Providing support following any critical incident will assist in minimizing the chances that involved personnel will suffer from the negative physical, cognitive, emotional, and behavioral reactions that may occur. Law enforcement duties often expose officers and support personnel to mentally painful and highly stressful situations that cannot be resolved through normal stress coping mechanisms. Unless adequately treated, these situations may cause disabling emotional and physical problems. It has been found that critical incidents such as officer-involved shootings, vehicle accidents, line-of-duty deaths, and gruesome homicides may cause adverse reactions and behaviors in officers.

II. **POLICY:** It is the responsibility of this department to manage critical incident stress by providing personnel with a critical incident stress management (CISM) program. The CISM program shall be utilized to provide personnel with information on reactions to the trauma associated with critical incidents and assist in the deterrence of negative responses. It is the policy of this department to take immediate action after such incidents to safeguard the continued mental well-being of all involved personnel.

A. Definitions:

a. Post-Traumatic Stress Disorder: An anxiety disorder that can result from exposure to a traumatic event and is diagnosed as such if symptoms persist after 30 days.
b. Acute Stress Disorder: An anxiety disorder that can result from exposure to a traumatic event and occurs within 30 days of exposure.
c. Critical Incident: An incident that is unusual, violent, and involves a perceived threat to, or actual loss of, human life that may overwhelm an individual's normal coping mechanisms and cause extreme psychological distress.
d. Critical Incident Stress Management: A formal process used to assist an individual who has been involved in a traumatic event to return to or maintain an effective level of functioning.
e. Critical Incident Stress Debriefings: A formal one-on-one or group discussion conducted by a qualified mental health professional and, where possible, an appropriately trained peer support officer that is designed to assist participants in understanding their emotions and strengthening their coping mechanisms following a critical incident.
f. Qualified Mental Health Professional (QMHP): Any individual who is licensed as a mental health professional and has an in-depth understanding of the law enforcement culture.

g. Peer Support Team Members: A formal group of individuals consisting of department members who have undergone training in peer support methods.
h. Involved Personnel: Any employee who is directly affected by a critical incident. This may include officers who are on the scene at the time of the incident, those individuals who respond to the scene immediately following the incident, and/or support personnel participating in the response to the incident, such as volunteer firefighters.

III. PROCEDURES

A. Immediate Response Following a Critical Incident

a. During any period where it is reasonable to believe that involved personnel may experience physical, cognitive, emotional, and/or behavioral reactions to a critical incident, the department shall provide personnel with the proper mental health resources.
b. Where possible, the supervisor shall briefly meet with involved personnel to ask supportive questions concerning the critical incident;
c. discuss any standard investigations that will occur concerning the incident; and
d. Advise the involved personnel that they may seek legal counsel if necessary.

B. At all times, when at the scene of an incident, the supervisor should interact with all involved personnel in a manner that acknowledges the potential stress caused by the incident and refrain from passing judgment regarding the critical incident or the reactions of individuals.

C. Post-Incident Procedures

a. The supervisor shall notify the appropriate person in his or her chain of command so that a QMHP can be contacted as soon as possible in order to schedule a one-on-one or group debriefing for all involved personnel. The on-scene supervisor shall brief the QMHP on all important and relevant aspects of the critical incident.
b. All involved personnel shall be required to attend a one-on-one and/or group debriefing provided by the department's QMHP as soon as reasonably possible. After a QMHP meets with the involved personnel, and with the involved personnel's understanding and release, the department shall be advised of
    i. whether it would be in the best interest of certain individuals to have time off work; and
    ii. the best continued course of counseling and intervention.
c. Follow up counseling services should be made available to every individual who was involved in the critical incident. The initial follow-up should be face-to-face.
d. In order to promote trust and encourage the use of CISM services, all one-on-one debriefings and other individual counseling sessions shall be kept confidential and shall not have any bearing on the involved personnel's fitness-for-duty evaluation. Any information provided to the QMHP will be used solely for return-to-work status recommendations. Whenever possible, the QMHP involved in the CISM program should not conduct this department's fitness-for-duty examinations.
e. This department strongly encourages the families of the involved personnel to take advantage of any available department mental health/counseling services. It is recommended that family/relationship joint counseling services be offered to the involved personnel and their families or significant others whenever possible.

f. Any department investigation of the incident shall be conducted as soon as practical. This department shall make every effort to expedite the completion of any administrative or criminal investigation with the understanding that it can decrease the negative distress reactions that the involved personnel may experience.

D. Daily Stress Recognition

a. Physical, cognitive, emotional, and behavioral reactions or problems may not arise immediately. In addition, involved personnel may attempt to hide their negative responses to the critical incident. Supervisors are responsible for monitoring the behaviors of personnel for any adverse reactions or symptoms.

b. A supervisor may mandate that involved personnel seek assistance or counseling from a QMHP upon recognizing behavioral indicators that suggest stress may be disrupting the individual's job performance.

RESOLUTION NO.____

WHEREAS: The City Council of Carroll, Iowa meeting in regular session on the 25th day of September, 2017, has adopted this Resolution, and;

WHEREAS: The City Council supports a policy for the Carroll Police Department regarding critical incident stress management.

WHEREAS: The City Council recognizes that officers should have access to counseling, peer support, or other means to deal with the effects of a critical incident.

WHEREAS: The City Council recognizes that this policy will create a baseline for mental health management of employees with the Carroll Police Department following a critical incident.

THEREFORE: BE IT RESOLVED, that the City of Carroll, by this Resolution of the City Council, approves the Critical Incident Stress Management policy for the Carroll Police Department.

Passed and approved by the City Council of the City of Carroll, IA, this 25th day of September, 2017.

CITY OF CARROLL, IOWA

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Eric Jensen, Mayor

ATTEST: _____
Laura Schaefer, City Clerk