

GENERAL ORDER



DISTRICT OF COLUMBIA

Subject Use of Force Investigations		
Topic	Series	Number
RAR	901	08
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Rescinds: TT-06-049-08 (Administrative Processes for Instances Involving Hand Controls), Issued June 13, 2008 GOC-10-04 [GO-RAR-901.08 (Use of Force Investigations)] , Effective Date August 16, 2010 TT-01-074-14 (Internal Affairs Division Use of Force Investigative Responsibilities), Issued January 29, 2014 TT-08-019-17 (Electronic Control Device and Extended Impact Weapon Investigations), Issued August 7, 2017		

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I. BACKGROUND

Accurate and timely reporting of use of force incidents is essential for Department monitoring and training. Fair and accurate follow-up investigations of use of force incidents increase Department and community awareness of the integrity and appropriateness of decisions to use force. Use of force investigations enhance the Department's ability to make decisions regarding the incident and to provide necessary guidance to members on appropriate levels of use of force.

II. POLICY

The policy of the Metropolitan Police Department (MPD) is to value and preserve the dignity of human life at all times; especially when lawfully exercising the use of force. Therefore, MPD members shall use the minimum amount of force that the objectively reasonable officer would use in light of the circumstances to effectively bring an incident or person under control, while protecting the lives of the member or others. When using force, members shall continuously reassess the perceived threat in order to select the reasonable use of force response, or one that is proportional to threat faced by him, her, or others.

Furthermore, it is the policy of the MPD to investigate all reportable use of force incidents and to ensure a thorough and impartial investigation into the decision to use force by its members.

III. DEFINITIONS

When used in this directive, the following terms shall have the meanings designated:

1. Deadly force – any use of force likely to cause death or serious physical injury, including but not limited to the use of a firearm or a strike to the head with a hard object.
2. Duty status – the designation of a police authority category granted by the Department to a member as it relates to the permission and ability to engage in the full spectrum of authorized police duties.
3. Less lethal weapon – any object or device deployed with the intent or purpose of nullifying a threat without causing death (e.g., rubber bullets, oleoresin capsicum (OC) spray, electronic control devices (ECD), tactical batons).
4. Member – sworn or civilian employee of the MPD or MPD Reserve Corps member.
5. Objective reasonableness – the standard requiring that the reasonableness of a particular use of force must be judged from the perspective of a reasonable member on the scene in light of the facts and circumstances confronting the member.
6. Preponderance of the evidence – the standard of proof in administrative investigations in which it is more likely than not that the event occurred.
7. Probable cause – a set of facts, circumstances, or reliable information that would lead a reasonable, prudent, and cautious police officer to believe a crime has been or is about to be committed and that a certain person committed it.

8. Serious physical injury – any injury or illness that results in admission to the hospital or that creates a substantial risk of death, serious disfigurement, loss of consciousness, disability, a broken bone, or protracted loss or impairment of the functioning of any body part or organ.

NOTE: Admission to the hospital must be *directly associated* with the use of force, and should not include treatment or hospitalization for those injuries or illnesses incurred prior to the use of force (e.g., drug or alcohol use, medical conditions such as high blood pressure).

9. Serious use of force – actions by MPD members, including:
 - a. All firearm discharges by a member with the exception of range and training incidents, and discharges at animals;
 - b. All uses of force by a member resulting in a serious physical injury;
 - c. All head strikes with an impact weapon;
 - d. All uses of force by a member resulting in a loss of consciousness, or that create a substantial risk of death, serious disfigurement, disability or impairment of the functioning of any body part or organ;
 - e. All incidents where a person receives a bite from an MPD canine;
 - f. All uses of force by an MPD member involving the use of neck restraints or techniques intended to restrict a subject's ability to breathe; and
 - g. All other uses of force by a member resulting in a death.
10. Use of force – any physical coercion used to effect, influence or persuade an individual to comply with an order from an officer.
 - a. The following actions are designated “reportable uses of force” and require the completion of a PD Form 901e [Use of Force Incident Report (UFIR)]:
 - (1) Deadly force;
 - (2) Serious use of force;
 - (3) Use of a less lethal weapon;

- (4) Any use of force indicating potential criminal conduct by a member; and
 - (5) Any use of force resulting in injury or a complaint of injury or pain where the injury or pain is directly associated with a member's use of force.
- b. The following actions are designated "reportable force incidents" as long as the use of force does not result in injury or a complaint of injury or pain and require the completion of a PD Form 901g [Reportable Incident Form (RIF)]:
- (1) All solo or team takedowns, where there is no injury or complaint of pain or injury;
 - (2) The drawing and pointing of a firearm at, or in the direction of, another person when no other force was used.

NOTE: In accordance with GO-RAR-901.07 (Use of Force), minor injury or discomfort resulting from the application and general wearing of handcuffs is not, in and of itself, considered a "reportable use of force" or a "reportable force incident".

11. Use of force indicating potential criminal conduct by a member – includes, but is not limited to, all strikes, blows, kicks or other similar uses of force against a handcuffed subject and all accusations or complaints of excessive force made against the member where there is corroborating information indicating potential criminal conduct or other serious misconduct. This includes any use of force that *clearly* goes beyond that which an objectively reasonable officer would use in light of the circumstances under which the force was used, or any use of force which may rise to the level of a criminal act.

IV. REGULATIONS

A. Investigative Responsibilities

1. Use of force investigations shall be conducted by the Internal Affairs Division (IAD), Criminal Investigations Division (CID), Security Officers Management Branch (SOMB), or chain of command officials, as outlined in this section.
2. The Internal Affairs Division shall be responsible for investigating the following types of incidents:
 - a. All incidents involving deadly force, serious use of force, or the use of force indicating potential criminal conduct as defined in Part III of this order.

- b. With the exception of discharges at an animal and firearm range and training incidents, any discharge of a service pistol; authorized off-duty pistol; duty shotgun; or duty rifle, regardless of location, by a sworn member of the following agencies:
 - (1) MPD;
 - (2) District of Columbia Housing Authority Police;
 - (3) Authorized, armed members of the District of Columbia Fire and Emergency Medical Services Department's Arson Investigation Unit; and
 - (4) Authorized, armed members of the District of Columbia Office of the Inspector General.
- c. Fatal and non-fatal shootings within the District of Columbia resulting from the discharge of a firearm involving any on-duty sworn active law enforcement member from an outside law enforcement agency, acting under the color of law, except for non-fatal shootings and non-fatal uses of force by members of the United States Park Police (USPP).
 - (1) MPD IAD shall investigate all fatal shootings and fatal uses of force by USPP.
 - (2) Non-fatal shootings and non-fatal uses of force by the USPP will be investigated by the USPP.
- d. Fatal use of force incidents within the District of Columbia involving commissioned special police officers and armored car guards in the performance of their duties.

NOTE: Non-fatal use of force incidents involving special police officers that fall under the purview of SOMB will be investigated by SOMB.
- e. Any use of force resulting in the death of a subject by any police officer employed by a bona-fide police agency legally empowered to operate or function within the District of Columbia.
- f. All deaths while the deceased was in the custody or under the control of any member of MPD, or while the deceased was housed in any facility under the exclusive command of MPD.
- g. MPD vehicular pursuits resulting in death.

- h. Negligent discharges by a member while handling a weapon that has been recovered as evidence.
- i. The final investigation for all use of force incidents involving ECDs and extended impact weapons, except discharges at animals and training incidents.
- j. Any use of an MPD canine resulting in a bite, to include any allegations of a canine bite.
- k. MPD confirmed head strikes with an impact weapon, or any other object, excluding allegations with no corroborative evidence or resulting injury.
- l. Complaints of excessive force where the Internal Affairs Bureau (IAB) identifies potential criminal conduct by an MPD member:
 - (1) This includes any use of force that *clearly* goes beyond that which an objectively reasonable officer would use in light of the circumstances under which the force was used, or any use of force that may rise to the level of a criminal act; and
 - (2) This does not include complaints of illegal or improper searches, unless the search severely and negatively impacts the civil rights of any individual involved.

NOTE: In accordance with the *Neighborhood Engagement Achieves Results Act of 2015* (D.C. Law 21-125; D.C. Official Code § 5-1107), members are reminded that MPD is required to notify the Office of Police Complaints (OPC) of all external complaints received regarding sworn members. The OPC is responsible for determining whether MPD or OPC will investigate individual complaints.

- m. MPD collateral misconduct directly related to an IAD use of force investigation.
 - n. Other investigations as directed by the Chief of Police or the Assistant Chief of the IAB.
3. The Criminal Investigations Division (CID) shall be responsible for investigating the following types of incidents in the District of Columbia:
- a. With the exception of the incidents outlined in Part IV.A.2, all firearm discharges by a retired MPD member or an outside law enforcement member (active or retired) authorized to carry a concealed weapon under H.R. 218 [Law Enforcement Officers Safety Act (Title 18 U.S. Code, Section 926)];

- b. MPD member suicides, regardless of the means; and
 - c. Any discharge of a privately owned firearm not authorized for off-duty use unless used under the color of law within the District of Columbia by a sworn member of the agencies identified in Part IV.A.2.b.
- 4. The SOMB shall be responsible for investigating non-fatal use of force incidents involving special police officers that fall under their purview.

NOTE: SOMB does not regulate or investigate private security working as a contractor for the federal government on federal property or armored car guards.
- 5. The involved member's chain of command shall be responsible for investigating the following incidents involving MPD members:
 - a. All reportable use of force incidents not investigated by IAD, CID, or SOMB;
 - b. Firearms range and training incidents;
 - c. Discharges at animals; and
 - d. The preliminary investigation for all ECD and extended impact weapon deployments.
- B. No supervisor who was involved in a use of force shall be responsible for the investigation.
- C. In chain of command investigations, the commanding official may delegate responsibility for conducting the investigation to another official, as long as the official is of a higher rank than the involved member.
- D. The standard of review in a criminal investigation is probable cause. The standard of review in an administrative investigation is a preponderance of the evidence.
- E. IAD shall reserve the right and have the authority to assume control of the investigation of any force-related incident.
- F. Investigating officials, regardless of the type of investigation (e.g., IAD, chain of command) shall review relevant body-worn camera (BWC) recordings and document findings during the course of an investigation in accordance with GO-SPT-302.13 (Body-Worn Camera Program).
- G. In the event that a civilian member of the Department uses force during the performance of his or her official duties, the member shall immediately report

the force to an on duty official assigned to his or her element, and the incident shall be investigated in accordance with MPD policies and procedures.

- H. The Department's Use of Force Review Board shall be responsible for reviewing all use-of-force incidents as required by GO-RAR-901.09 (Use of Force Review Board).
- I. The Collective Bargaining Agreement between MPD and the Fraternal Order of Police shall not be superseded by this order.

V. PROCEDURES

A. Members Involved in a Use of Force Incident

- 1. In accordance with GO-RAR-901.07 (Use of Force), when members use force they shall:
 - a. Conduct a visual and verbal check of the subject to ascertain whether the subject is in need of medical care.
 - b. Summon medical assistance immediately if a person is injured, complains of pain, or demonstrates life-threatening symptoms in accordance with GO-PCA-502.07 (Medical Treatment and Hospitalization of Prisoners).
 - c. Render first aid as soon as the scene is safe.

B. Notification and Reporting of Use of Force Incidents

- 1. In accordance with GO-RAR-901.07 (Use of Force), members shall intervene and subsequently report any use of force incident in which they observe another member using excessive force or engaging in any type of misconduct.
- 2. After an incident involving a "reportable use of force" as defined by Part III.10.a of this order, members shall immediately notify a supervisor and prepare the associated reports in accordance with SO-10-14 [Instructions for Completing the Use of Force Incident Report (UFIR: PD Forms 901-e and 901-f)].
- 3. After an incident involving a "reportable force incident", as defined by Part III.10.b of this order, members shall prepare the associated reports in accordance with SO-06-06 [Instructions for Completing the Reportable Incident Form (RIF:PD Form 901-g and 901-h)].

C. Initiating Use of Force Investigations

1. Supervisors of higher rank than the reporting member shall respond to all use of force incidents (i.e., reportable uses of force and reportable force incidents).
 - a. Supervisors shall be guided by Part IV.A to determine which unit (i.e., IAD, CID, SOMB, or the member's organizational element) is responsible for conducting the investigation, when required, and make notifications accordingly.
 - b. Watch commanders shall respond to the scene of all serious uses of force, all uses of force indicating potential criminal conduct, and all ECD and extended impact weapon deployments.
 - (1) For all ECD and extended impact weapon deployments, prior to the end of their shift, watch commanders shall obtain incident summary (IS) numbers and email a completed PD Form 901b (Preliminary Report Form – Use of Force Incidents) along with any supporting documentation (e.g., Arrest Report, Incident Report) to iad.adminbox@dc.gov with carbon copies (cc) to the involved member's chain of command officials, to include the official's administrative captain.
 - (2) The IAD shall be responsible for conducting the final investigation of all deployments of ECDs and extended impact weapons.
 - c. District watch commanders or appropriate element supervisors shall ensure the Office of Unified Communications (OUC) and Command Information Center (CIC) are notified of all reportable use of force incidents.

D. Investigation of Use of Force Incidents within the District of Columbia

1. Rights of Members Involved in Use of Force Incidents
 - a. In all cases involving deadly force, serious use of force, or any force indicating potential criminal conduct, the involved members shall not be compelled to make a statement (including interviews that are recorded by video or audio) until one of the following occurs:
 - (1) The United States Attorney's Office (USAO) has issued a written declination; or

- (2) The element watch commander receives approval from the on-call IAD manager (lieutenant or above) to issue a reverse garrity warning.
 - b. In accordance with GO-SPT-302.13 (Body-Worn Camera Program), members shall be permitted to view the use of force incident from their body-worn camera prior to making a statement, except in the case of a police shooting. Pursuant to the *Body-Worn Camera Program Amendment Act of 2015*, members involved in a police shooting **shall not** review their BWC recordings, or other members' recordings, related to the case.
 - c. Members may consult with their own attorney prior to providing a statement in cases involving deadly force, serious use of force, or any force indicating potential criminal conduct.
2. Response to Deadly Force, Serious Use of Force, or a Use of Force Indicating Potential Criminal Conduct
 - a. The notified supervisor shall:
 - (1) Ensure the scene is maintained and preserved.
 - (2) Ensure witness canvasses are conducted.
 - (3) Provide the assistance of district personnel to IAD members conducting the investigation, as necessary.
 - b. The watch commander on the scene of a serious use of force shall ensure:
 - (1) All members involved in, or witness to, the force incident deactivate their BWCs as soon as the scene is secure.
 - (2) All members' BWCs and Department-issued cell phones are collected and turned over to the ranking IAD member as soon as he or she arrives on the scene.
 - (3) If a member is injured and must leave the scene to seek medical care, that the member's BWC and Department-issued cell phones are taken and handled in accordance with this order.
3. Response to Incidents Not Involving Deadly Force, Serious Force, or Force Indicating Potential Criminal Conduct

- a. All reportable uses of force not investigated by IAD, CID, or SOMB shall be investigated by the involved member's chain of command.
- b. Upon determination that a reportable use of force is to be investigated by the involved member's chain of command, the notified supervisor shall:
 - (1) Notify the watch commander.
 - (2) Conduct the initial investigation, including notifying any other relevant investigate personnel (e.g., CID, IAD, or SOMB).
 - (3) Request incident summary (IS) numbers from the Personnel Performance Management System (PPMS) prior to the end of the shift.
 - (4) Direct the member to complete the PD Form 901-e in accordance with SO-10-14 (Instructions for Completing the Use of Force Incident Report) or the PD Form 901-g (Reportable Incident Form) in accordance with SO-06-06 (Instructions for Completing the Reportable Incident Form) and all other relevant reports.
 - (5) Collect and furnish all initial documentation and forward it to the watch commander.
 - (6) Interview and photograph any person on whom force was used.
 - (7) Ensure that photographs of injuries to involved members and subjects are documented.
- c. Watch commanders shall:
 - (1) Receive all initial documentation from the notified supervisor and conduct the preliminary investigation.
 - (2) If applicable, prepare the PD Form 901-b (Preliminary Report Form) in accordance with SO-12-18 (Preliminary Reports) and forward to the involved member's chain of command officials, to include the official's administrative captain.
 - (3) Attach copies of the PD Form 901-b, 901-e, and other applicable documentation to the PD Form 150 (Tour of Duty Supervisor's Report).

4. Interviewing Complainants, Members, and Witnesses involved in Use of Force Incidents
 - a. When conducting use of force investigations, investigators shall ensure:
 - (1) Whenever practicable and appropriate, complainants and witnesses are interviewed at sites and times convenient for them (e.g., residences or places of business).
 - (2) Members involved in use of force incidents are sequestered until they are interviewed by a member of IAD or by appropriate supervisory personnel.
 - (3) All complainants and witnesses, including MPD members, are interviewed separately.
 - (4) Leading questions are avoided to the maximum extent possible.
 - (5) Supervisors of the involved members are notified, as appropriate.
 - (6) All appropriate MPD members, including supervisors, are interviewed.
 - (7) All appropriate evidence is collected, preserved, documented and analyzed, including canvassing the scene to locate witnesses and obtaining complainant medical records, where appropriate.
 - (8) Any inconsistencies in member, complainant, and witness interview statements gathered during the investigation are identified and reported in writing.
5. Investigation of Offenses Leading Up to a Serious Use of Force Incident
 - a. When applicable, a CID official shall designate a lead investigator for the crime that led up to the use of force.
 - b. CID shall immediately respond to begin their investigation and secure evidence, witnesses, and other information related to the crime that led up to the use of force.
 - c. CID is responsible for handling the arrest and processing of any individual charged as a result of the offense leading up to the use of force.

- d. Members from the Department of Forensic Science/Crime Scene Investigations Division (DFS/CSID) will respond and be responsible for evidentiary crime scene processing.
- e. The DFS/CSID evidence technician handling the scene shall be required to coordinate all evidentiary information with IAD throughout the duration of the investigation.

E. Use of Force Incidents Outside of the District of Columbia

- 1. In incidents where a member is involved in a use of deadly force, a serious use of force, or a use of force indicating potential criminal conduct outside of the District of Columbia, whether on or off duty:
 - a. The member shall immediately notify the watch commander of his or her element through the CIC.
 - b. After receiving notification from his or her assigned member, the watch commander shall notify IAD via the CIC.
 - c. An IAD investigator shall respond to the scene immediately.
 - d. The jurisdiction of occurrence will maintain primary responsibility for the criminal investigation.
 - e. IAD shall initiate a concurrent administrative investigation and shall work closely with the investigators from the originating police jurisdiction.
- 2. In incidents where a member is involved in a use of force other than deadly force, serious force, or force indicating potential criminal conduct outside of the District of Columbia, whether on or off duty:
 - a. Members shall make the required notifications in accordance with Part V.E.1 of this order.
 - b. An official from the involved member's organizational element shall respond to the scene.
 - c. In such cases, the appropriate law enforcement authority of the jurisdiction of occurrence will handle all criminal investigations.
 - d. IAD shall only conduct a policy review in this circumstance.

F. Use of Force Incidents Indicating Potential Criminal Conduct

1. IAD shall consult with the USAO about incidents of serious use of force, deadly force, use of force indicating potential criminal conduct, and in-custody deaths involving an MPD member.
2. The USAO or relevant prosecuting authority will make the determination as to whether criminal wrongdoing is present in any use of force incident for allegations referred to them.
3. When evidence of criminal wrongdoing is determined, IAD shall:
 - a. Coordinate prosecutorial needs between the USAO or other appropriate prosecuting entity and the affected element or investigative unit.
 - b. Serve as a liaison with other applicable law enforcement agencies.

G. In-Custody Deaths

1. When a member becomes aware of a possible in-custody death, the initial responsibilities of the member shall be to ensure that the scene is safe, render first aid (if applicable), secure the scene's integrity, and notify a supervisor.
2. Deaths occurring while a subject is in Department custody shall be reported immediately to both the IAD and the CID.
3. In cases involving in-custody deaths, CID shall respond to the scene immediately and be responsible for completing the PD Form 120 (Death Report) and an Incident Report.
4. IAD shall consult with the USAO about in-custody deaths and shall be responsible for conducting the investigation.

H. Determination of Duty Status of Involved Members

Determination as to the duty status members involved in use of force incidents shall be made pursuant to GO-RAR-901.11 (Force-Related Duty Status Determination).

I. Internal Affairs Division Investigations

1. IAD investigators shall:
 - a. Respond to the scene of the incident, except for ECD and extended impact weapon deployments, and assume responsibility for the investigation.

NOTE: IAD investigators are not required to respond to the scene of ECD and extended impact weapon deployments, but they are responsible for completing the final investigation in accordance with this order.

- b. Ensure BWCs and Department-issued cell phones from all members involved in, or witness to, the force incident have been collected from the watch commander as soon as the scene is secure, and ensure:
 - (1) The related recordings are immediately uploaded into Evidence.com;
 - (2) Recordings are labeled and categorized in accordance with GO-SPT-302.13 (Body-Worn Camera Program); and
 - (3) BWCs and Department-issued cell phones are transferred to an official in the members' unit for return to members prior to their next shift.
- c. When interviewing complainants, members, and witnesses involved in a use of force incident, comply with the provisions outlined in Part V.D.4 of this order.
- d. Record by audio or video in conformance with applicable laws and MPD directives the interviews of subjects, involved members, and material witnesses. If a subject or non-member witness refuses to be recorded, then a written narrative of the statement shall be prepared to be signed by the witness.
- e. For the following incidents, ensure that all recorded statements are transcribed and included in the investigative file:
 - (1) Fatal uses of force;
 - (2) Police shootings resulting in injury;
 - (3) Cases where identified misconduct will likely result in an adverse action hearing;
 - (4) In-custody deaths;
 - (5) Vehicle pursuits resulting in a fatality; and
 - (6) Any other cases as determined by the commanding official of IAD.
- f. Prior to being relieved from duty:

- (1) Submit a preliminary report to the Assistant Chief of IAB.
 - (2) Prepare a transmittal document for the Mayor of the District of Columbia from the Chief of Police describing the circumstances of any accidental or performance-of-duty firearm discharge.
 - g. Handle all arrests of police officers related to use of force investigations.
 - h. Notify and consult with the USAO within 24 hours or the next business day.
 - i. Continue to pursue any investigative leads and collaborate with the USAO or relevant prosecuting authority while the matter is under review.
 - j. After receiving a Letter of Declination from the USAO or upon the conclusion of a criminal prosecution (absent special circumstances that must be documented), complete a final investigative report with conclusions and recommendations by the assigned deadline.
- J. Final Use of Force Investigative Report Contents
1. For both IAD and chain of command investigations, the final investigative report shall include a description of the use of force incident and any other uses of force identified during the course of the investigation, a summary and analysis of all relevant evidence gathered during the investigation, and proposed findings.
 2. The proposed findings shall include a determination of whether the force was consistent with MPD policy and training, a determination as to whether proper tactics were employed, and a determination as to whether alternative levels of force were reasonably available.
 3. Use of force incidents shall be classified by one of the following findings:
 - a. Justified, Within Department Policy – a use of force is determined to be justified, and during the course of the incident the subject member did not violate Department policy.
 - b. Justified, Policy Violation – a use of force is determined to be justified, but during the course of the incident the subject member violated Department policy.

- c. Justified, Tactical Improvement Opportunity – a use of force is determined to be justified, and during the course of the incident no Department violations occurred. However, the investigation revealed tactical errors that could be addressed through non-disciplinary and tactical improvement endeavors.
 - d. Not Justified, Not within Department Policy – a use of force is determined to be not justified, and during the course of the incident the subject member violated a Department policy.
4. Allegations of excessive force or misconduct shall be classified by one of the following findings:
- a. Unfounded – there are no facts to support that the incident occurred.
 - b. Sustained – the allegation is supported by a preponderance of the evidence to determine that the incident occurred and the actions of the member were improper.
 - c. Insufficient facts – there is a lack of evidence to make a decision as to whether or not the alleged misconduct occurred.
 - d. Exonerated – a preponderance of the evidence shows that the alleged conduct did occur, but did not violate MPD policies, procedures, or training.

VI. ROLES AND RESPONSIBILITIES

A. Watch commanders shall ensure:

1. The IAD is immediately notified of any incident involving deadly force, serious use of force, or use of force indicating potential criminal conduct through the CIC.
2. All reportable uses of force and reportable force incidents are reported in writing to the IAB and IS numbers are obtained prior to the end of the shift.

B. Commanding officials shall ensure:

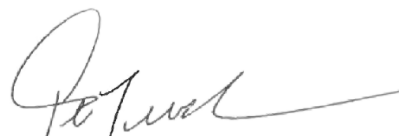
1. IAB is notified if there is evidence of any wrongdoing as a result of a member being involved in any use of force investigated at the element level.
2. All applicable routine administrative follow-up duties regarding involved officers are carried out. Administrative duties include but are not limited to:

- a. Completion of necessary event reports;
 - b. Issuing and updating the PD Form 77 (Notice of Revocation of Police Powers), as appropriate;
 - c. Adherence to the Medical Services Division and Employee Assistance Program follow-up;
 - d. Completing the PD Form 42 (Illness/Injury Report) certification, if applicable;
 - e. Completing the PD Form 43 (Report of Damage to or Loss of District Government Property) certification, if applicable;
 - f. Service weapon replacement;
 - g. Processing of the injured/arrested person (if applicable); and
 - h. Providing guard details.
3. Use of force investigations are completed and submitted by their assigned due dates.
- C. The Commanding Official of the Metropolitan Police Academy shall ensure:
1. Use of force training is provided to all sworn members on a semi-annual basis.
 2. Use of force training is provided to cell block technicians, to include hand controls and defensive tactics, no less than once every two years.
- D. The Director of the MPD Office of the Chief Information Officer shall ensure that all computer related communications (e.g., MDC terminals) concerning a serious use-of-force incident are immediately provided to IAD.
- E. The Commanding Official of IAD shall:
1. Ensure a transmittal document is prepared for the Mayor describing the circumstances of any negligent or performance-of-duty firearm discharge.
 2. Maintain a repository of completed preliminary and final investigative reports in accordance with the Department's records retention schedule.
- F. The Assistant Chief of IAB shall:
1. Ensure IS numbers are disseminated for all reported incidents.

2. Ensure that the relevant data for use of force incidents is entered into PPMS.
 3. In instances of a negligent or performance of duty firearm discharge, serious use of force, or any use of force indicating potential criminal conduct by a member, forward the preliminary report to the Chief of Police, within 24 hours of occurrence.
- G. The Chief of Police shall, in instances involving a negligent or performance of duty firearm discharge, serious uses of force, or any use of force indicating potential criminal conduct by a member, forward a transmittal to the Mayor of the District of Columbia.
- H. The DFS/CSID will forward immediately a duplicate copy of all reports, communications, diagrams, lab results, and other related information of a serious use of force incident to IAD.
- I. The Director of the OUC will ensure that duplicates of all related radio communication tapes of a serious use-of-force incident are provided to IAD.

VII. CROSS REFERENCES

- A. GO-PER-302.13 (Body-Worn Camera Program)
- B. GO-PCA-502.07 (Medical Treatment and Hospitalization of Prisoners)
- D. GO-RAR-901.07 (Use of Force)
- E. GO-RAR-901.09 (Use of Force Review Board)
- F. GO-RAR-901.11 (Force-Related Duty Status Determination)
- G. SO-06-06 (Instructions for Completing the Reportable Incident Form)
- H. SO-10-14 (Instructions for Completing the Use of Force Incident Report)
- I. SO-12-18 (Preliminary Reports)
- J. H.R. 218 [Law Enforcement Officers Safety Act (Title 18 U.S. Code, Section 926)]



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