



# East Norriton Township Police Department

## GENERAL ORDER 1.3.6

### WRITTEN REPORTS AND INVESTIGATIONS REQUIRED

**Subject:**

Use of Force

**Issued Date:**

March 23, 2011

**Effective Date:**

March 23, 2011

**Revised Date:**

February 5, 2019

**PLEAC STANDARD Reference**

1.3.6

**Index Words**

Investigative Report

### **1.3.6. Written Reports and Investigations Required.**

- A. This general order establishes reporting guidelines for officers when they are on-duty or exercising police authority under statutory provisions while they are off-duty or out of their primary jurisdiction. Reports are REQUIRED when officers:
1. Discharge a firearm,
  2. Take any police action, and/or such action results in, or is alleged to result in injury to another person,
  3. Uses physical force, or is alleged to have used physical force, on another person,
  4. EXCEPTION: The reporting guidelines set forth in this policy do not apply to officers discharging personally owned firearms when they are engaged in off-duty, non-police related "recreational" activities, i.e. hunting, civilian marksmanship competition, etc.
- B. Discharging a Firearm:
1. Officers will immediately notify their Shift Supervisor whenever they discharge a firearm. Intentional or accidental discharge of firearms will be reported by the officer and the Supervisor notified. This includes both on-duty and off-duty incidents.
  2. Any police officer discharging a weapon for any reason, other than routine training, shall submit an Incident Report and a "Firearms Discharge" report to the Chief of Police prior to the end of the officer's shift. The report shall include the facts and circumstances surrounding the discharge of the firearm. If the Officer is unable to file such a report, it shall be the Duty Supervisor's responsibility to do so.
  3. A police officer is justified in using deadly force to destroy an animal that represents an imminent threat to the safety and welfare of the community; or where it is determined that the animal is so severely injured that its destruction is considered to be a humanitarian measure.
    - a. Use of deadly force in the destruction of an animal will ONLY be utilized upon the authorization of the shift supervisor, unless the urgency for immediate destruction

precludes such higher authorization.

- b. An Incident Report and a Firearms Discharge report shall be submitted when any police officer discharges a weapon for the purpose of euthanizing an animal.
4. Deadly Force incidents - Any police officer that discharges his/her firearm for self-protection or for the protection of others while on duty shall:
- a. Immediately notify the Shift Supervisor and the Communications Center.
  - b. The Shift Supervisor shall ensure that the Sergeant of Detectives is notified as well as the Chief of Police and Lieutenant. There shall be no delay in any of these notifications.
  - c. The Chief of Police or designee will conduct a joint investigation with the Montgomery County District Attorney's Office. In the case of a death, this investigation will be coordinated with the Montgomery County Coroner's Office.
  - d. Pending administrative review, any officer who has had to take the life of another person, or who has caused serious/grievous bodily injury, will be removed from his/her duty assignment. This is in order to protect both the Officer and the community's interest until the situation is resolved, and is not a disciplinary measure.
  - e. Psychological follow up for post-shooting trauma will be directed by the Chief of Police as soon as practical.
5. Officers Responsibilities:
- a. Any officer involved in the use of force resulting in death or serious/grievous bodily injury shall:
    - 1) Complete all required duties at the scene,
    - 2) Provide sufficient information to the supervisor to maintain the integrity of the crime scene.
    - 3) Contact an attorney of the officer's choice,
    - 4) The officer will be allowed to go off duty for the remainder of the shift.
6. Immediate Supervisor Responsibilities:
- a. Once notified that an incident of force resulting in a death or serious/grievous bodily injury occurred within the Township of East Norriton, the Supervisor shall conduct an on-scene preliminary investigation to include:
    - 1). Secure medical attention as needed,
    - 2). Secure the scene and establish a perimeter with other responding officers,
    - 3). Locate and separate witnesses,

- 4). Advise Officer(s) to make no statements,
- 5). Take custody of the Officer(s) duty weapon; secure it as evidence, with the understanding that it will be replaced with another weapon. The weapon(s) will not be unloaded or cleaned prior to proper examination,
- 6). Maintain the scene and perimeter until relieved by the Lieutenant and/or Detective Unit,
- 7). When relieved from the scene, complete a report of the incident.

7. Detective Unit Responsibilities.

- a. The Detective's will discharge their responsibilities as they relate to any criminal investigation. They will provide for the scene to be secured and processed, collect all evidence, conduct interviews with witnesses/victims, and generally fulfill their obligations as they would in any shooting investigation.
- b. The Detective Unit will be responsible to pursue prosecution of suspects involved in the shooting incident.
- c. Copies of all investigative reports, sketches, pictures, etc., from the Detective investigating the officer-involved shooting incident will be forwarded to the Lieutenant in charge of the internal affairs function.

8. Lieutenant Responsibilities.

- a. The Lieutenant will be in charge of the scene until relieved by the Chief of Police or, such command is turned over to the Sergeant of Detectives.
- b. The Lieutenant will help coordinate the investigation with the Detective Unit, and will be in charge of the internal affairs investigation.

C. Reporting Use of Force

1. When use of force is required in the performance of sworn duties, details surrounding the use of force shall be included in the Incident Report and a Use of Force report. The Incident Report and Use of Force report will specifically detail the circumstances of the use of force, and will be submitted to Chief of Police for review.
2. Officers will immediately notify their shift supervisor when any type of physical or deadly force occurs.
3. The officer, prior to the end of his/her shift, shall submit the required arrest and incident reports to the shift supervisor, describing the actions of both the officer and the suspect, the force used, any injuries and any medical services rendered.
4. Each officer employing force will submit a Supplemental Report detailing their involvement in the incident. This report will be attached to the Incident Report.
5. The shift supervisor will forward detailed reports of any such incident with appropriate comments to the Chief of Police, prior to going off duty. Depending on the seriousness of injury, the shift supervisor will notify the Lieutenant as soon as possible. In the case of

death, the Chief of Police, Township Manager, District Attorney, and Coroner will also be notified.

6. If the officer involved is injured or unable to complete an Incident Report and Use of Force report, the officer's supervisor shall submit a written report prior to the end of the shift in which the incident occurred, detailing the circumstances why the officer is unable to submit the report.

D. Internal Affairs Investigation.

The purpose of the internal affairs investigation is to determine if the conduct of the officers involved in the shooting incident conformed to the rules and orders of the department concerning the use of firearms and use of force.

1. Upon arrival, the Lieutenant will interview the officer involved and conduct an independent investigation into all circumstances surrounding the shooting incident.
2. The scene commander, and all personnel at the scene of the shooting, will cooperate fully with the internal affairs investigation.
3. Copies of all reports pertaining to the investigation of the discharge of a firearm and or use of force shall be forwarded directly to the Chief of Police for review in accordance with Section 1.3.7 of this general order.

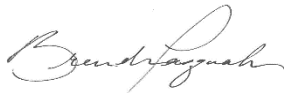
E. Review of Written Reports

1. Review Board. All incidents involving use of force resulting in death or serious/grievous bodily injury will be reviewed by a departmental review board. This review board will consist of the Chief of Police or designee, the Lieutenant, officers involved in the investigation of the incident if warranted, and the officer's supervisor. This review board will determine if and when, due to the circumstances, the officer should return to duty. This review board will also make recommendations to the Chief of Police concerning conclusions drawn as to the appropriateness of the force used.
2. "Use of Force" reports submitted in accordance with this general order shall be reviewed by the Chief of Police and referred to the Lieutenant, for consideration of compliance with this general order.
  - a. Determination of Compliance. Reports found to indicate actions compliant with this general order shall be filed and maintained by the Chief of Police.
  - b. Determination of Non-Compliance. Reports found to indicate non-compliance with this general order may be directed for follow-up consideration in accordance with one or more of the following actions depending upon the circumstances of the non-compliance:
    - 1.) Remedial training
    - 2.) Internal affairs review and/or investigation
    - 3.) Disciplinary action.
3. The "Use of Force" report is strictly an internal management document. As such, copies of the report SHALL NOT be attached to the regular departmental incident or

supplemental report and SHALL NOT be released in whole or in part to any person, organization, or entity outside of the East Norriton Township Police Department without specific permission of the Chief of Police.

All report(s) will be placed in the Use of Force File. The Use of Force File shall be maintained by the Chief of Police or designee.

By order of:

A handwritten signature in black ink, appearing to read "Brandon Pasquale". The signature is written in a cursive style with a large initial "B".

Brandon Pasquale  
Chief of Police