

State of Tennessee  
Cheatham County

RESOLUTION NO. 2020- 24

**A RESOLUTION OF THE TOWN OF ASHLAND CITY, TENNESSEE  
APPROVING AND AUTHORIZING THE ASHLAND CITY POLICE  
DEPARTMENT USE OF FORCE POLICY**

WHEREAS, the Mayor and Council for the Town of Ashland City wish to amend the Use of Force/Weapons adopt General Order Number 200.07; and,

**NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE, AS FOLLOWS:**

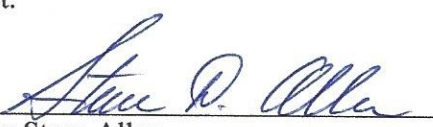
**Section 1.** The attached General Order Number 200.07 regarding the Ashland City Police Department's Use of Force/Weapons policy is hereby approved.

We, the undersigned City Council members, meeting in Regular Session on this 13th day of October, 2020 move the adoption of the above Resolution.

Councilmember  moved to adopt the Resolution.

Councilmember  seconded the motion.

Voting in Favor 5 Voting Against 0

Attest:  
  
Mayor Steve Allen

  
City Recorder Kellie Reed CMFO, CMC



# ASHLAND CITY POLICE DEPARTMENT

Ashland City, Tennessee

## General Order

**No: 200.07**

<b>Subject:</b> Use of Force / Weapons	<b>Amends:</b> General Order 200.07 Effective: March 11, 2015	<b>Rescinds:</b> 5.01, 5.02
<b>Reference:</b> TLEA 2.4, A - K	<b>Effective Date:</b>	<b>Review Date:</b>

### PURPOSE:

The purpose of this General Order is to provide officers of the Ashland City Police Department with guidelines for the use of deadly and non-deadly force, as well as the handling of authorized firearms, weapons and ammunition both on and off-duty.

This directive is intended for departmental use only as a basis for departmental administrative sanctions. Violations of law shall form the basis for criminal and/or civil sanctions in the proper recognized judicial setting.

### POLICY:

It is the policy of the Ashland City Police Department to value and preserve human life and that agency personnel may only use the amount of force which is objectively reasonable to affect lawful duties as provided in T.C.A. 39-11-620, based on the departments Use of Force continuum. Officers are required to be instructed in the agency's Use of Force policy. Only weapons and ammunition authorized by the department will be used by personnel in the performance of their responsibilities while in an on or off-duty capacity.

### DEFINITIONS:

**Active Resistance** - When a subject makes physically evasive movements to interfere with an officer's attempt to control that subject; including, but not limited to, bracing, tensing, pulling away, actual or attempted flight, or pushing.

**Chemical Agent** - Department approved chemical spray issued to sworn personnel.

**Chokehold** - Any pressure or constriction to the neck, throat or windpipe that may inhibit breathing.

**Deadly / Lethal Force** - Force which is likely to cause death or serious bodily injury.

**De-escalation** - A decrease in the severity of force used in an incident in direct response to a decrease in the level of resistance. De-escalation is also a tactic designed to place officers in a position of advantage when dealing with irrational, unpredictable, or suicidal persons. De-escalation helps officers stay focused and calm during crisis situation to bring chaotic moments to as peaceful a resolution as the suspect will afford without risking the safety of the officer or suspect.

**Exigent Circumstances** - Those circumstances that would cause a reasonable person to believe that a particular action is necessary to prevent physical harm to an individual, the destruction of relevant evidence, the escape of a suspect, or some other consequence improperly frustrating legitimate law enforcement efforts.

**Force** - Any physical strike or instrumental contact with a person; any intentional attempted physical strike or instrumental contact that does not take effect; or any significant physical contact that restricts the movement of a person. The term includes the discharge of a firearm, or pointing a firearm at or in the direction of a human being, use of chemical spray, use of impact weapons, use of electronic control weapons (ECW), chokeholds or hard hands, taking of a subject to the ground, or the deployment of a canine. The term does not include escorting or handcuffing a person with minimal or no resistance. Use of force is lawful if it is objectively reasonable under the circumstances to effect an arrest, or protect the officer or other persons.

**Force / Threat Continuum** - A term used to describe a progressive chain for the prescribed escalation of required necessary force.

**Hard Empty Hand Control** - The force used to gain control of a subject that include but are not limited to punches, strikes and kicks.

**Immediate** - Near at hand, near to or related to the present imminent danger.

**Imminent** - A danger ready to take place, impending danger about to occur, a factual reality not imagined and is believable within the range of known possibility or probability.

**Impact Baton** - Implement used to overcome subject resistance or to protect self / others from assault or injury.

**Neck Restraint / Hold (Also referred to as Vascular Neck Restraint)** - Refers to one of the following types of holds: (a) arm-bar control hold, which inhibits breathing by compression of the airway on the neck; (b) carotid restraint hold, which inhibits blood flow by compression of the blood vessels in the neck; (c) lateral vascular neck restraint; (d) a hold with a knee or other object to the back of a prone subject's neck. A neck restraint / hold shall be considered deadly force.

**Non-Deadly / Less than Lethal Force** - Force which is not likely, nor intended to cause death or serious bodily injury.

**Objectively Reasonable** - What an officer in the same or similar circumstances would believe based on their knowledge of facts surrounding the event as they existed at the time of the event.

**Officer Presence** - The mere presence of an officer in uniform denotes command.

**Passive Resistance** - When a subject does not cooperate with an officer's commands but does not take action to prevent being taken into custody. For example, a protestor who lies down in front of a doorway and must be carried away upon arrest.

**Reasonable Belief** - The facts or circumstances that an officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

**Serious Bodily Injury** - A bodily injury that creates a substantial risk of death, causes serious, personal disfigurement or results in long-term loss or impairment of the functioning of any bodily member or organ.

**Soft Empty Hand Control** - The force used to gain control of a subject that include but are not limited to grabs, holds and joint locks.

**Taser / Electronic Control Weapon** - A defensive weapon approved by the department that transmits electrical impulses to override the central nervous system and control the skeletal muscles.

**Use of Force Report** - An official department report used to document the use of force by the officer(s) who utilized the force.

**Verbal Command** - Verbal command consisting of communicating clearly and dominantly to mediate, direct or resolve the situation.

**Warning Shot** - Discharging of a firearm for the purpose of compelling compliance from an individual, but not intended to cause physical injury.

## **DISCUSSION:**

The value of human life is immeasurable in our society. Police officers have been delegated the responsibility to protect life and property and apprehend criminal offenders. The apprehension of criminal offenders and protection of property must, at all times, be subservient to the protection of life. The officer's responsibility for protecting life must include his or her own.

## USE OF FORCE:

Officers of the Department are authorized to use only the amount of force necessary to accomplish lawful objectives. (See, *Graham v. Conner*, 490 US 388 (1989)). Force may be used:

1. To effect an arrest or prevent the escape from custody of a person whom the officer reasonably believes has committed an offense. (See TCA 39-11-620)
2. To defend the officer or others from the use, or imminent use, of physical force.
3. To take persons into protective custody when authorized by law, such as persons who are a danger to themselves or others, persons incapacitated by alcohol, and/or runaway children.
4. To prevent someone from committing suicide or inflicting serious physical injury upon themselves.
5. To assist a licensed physician or psychologist in providing necessary medical treatment.
6. To control a situation, and to overcome passive or active resistance to a lawful order.
7. To neutralize an unlawful assault and defend themselves or others from harm.

The authorized use of physical force ends when resistance ceases and/or the officer has accomplished the purpose necessitating the use of force. Justification for the use of force is limited to the facts known or perceived by the officer at the time such force is used, including levels of resistance, suspect's behavioral cues, the number of officers and/or offenders present, and the availability of other options.

Force shall never be used to subject a person to torture and/or other cruel or inhumane or degrading treatment or punishment.

All members who encounter situations in which the possibility of violence or resistance to lawful arrest is present, shall, if possible, attempt to remedy the situation through advice, persuasion or warning. If this attempt fails or circumstances do not permit their use, then the member shall react according to the department's threat continuum policy; that of *utilizing the amount of force which is objectively reasonable to effect lawful duties*. Based on the escalation of events, the member shall first attempt to resolve the incident through the following events. However when circumstances will not allow for the progressive escalation, a member shall use that amount of force reasonably necessary to meet and overcome the threat.

1. Physical presence
2. Verbal command
3. Soft Empty Hand Control

4. Taser / chemical agent
5. Hard Empty Hand Control
6. Impact Weapon
7. Deadly force

## **PROCEDURES:**

### **A. Non-Deadly Force:**

1. Physical presence - The mere presence of an officer in uniform denotes command of the situation and should be utilized before progressive use of non-deadly force.
2. Verbal Command - When mere physical presence does not resolve the situation, verbal command / dialogue will be utilized to clarify information and/or to direct involved individual(s) to resolve the situation. Mediation, advice, and problem solving skills should be utilized to assist in deescalating the situation.
3. Soft Empty Hand Control - If paragraph 1 and 2 of this section fails or circumstances do not permit their use, then the member has the following options. This method involves the member's utilizing various techniques such as (holds, joint locks etc.) to affect control of the resisting subject.
4. Taser - When physical presence, verbal command and physical contact controls have failed to remedy the situation, the member is authorized to utilize the issued Taser to facilitate safe subject control.
  - a. Personnel may use an approved Taser when they are required to use physical force, only if the offender poses a threat to the officer and/or citizens, if the offender is not apprehended.
  - b. The Taser should be aimed at the preferred target area, avoiding the chest, head and groin where possible.
  - c. Prior to carrying a Taser, all department personnel shall successfully complete agency approved training.
  - d. No changes, alterations, modifications or substitutions shall be made to the Taser. All repairs to Tasers or accessories shall be completed by an authorized vendor.
  - e. After a member uses a Taser to take a subject into custody, the member shall:
    - 1) Handcuff the subject to minimize the threat of injury to either the member or the subject.

- 2) Remove the Taser probes at the earliest opportunity. The Taser probes shall only be removed by members who have completed agency approved training in the use of the Taser.
  - a) Taser probes that have struck the face, groin or female breasts shall only be removed by fire/rescue or medical personnel.
  - b) Taser probes that have struck a person's body shall be considered a biological hazard and shall be treated as such.
  - c) The cartridge and probe shall be retained as evidence. The wires shall be wound around the cartridge and the probes inserted back into the cartridge securely. This will prevent the sharp ends from penetrating the evidence container. The cartridge shall be placed in an evidence container or bag sealed and marked as biohazard.
- 3) Visually examine the area struck to determine if an injury was sustained.
  - a) A photograph shall be taken of all significant injuries.
  - b) A Use of Force Report shall be completed and forwarded to supervisory personnel.
- f. The Taser function test shall only be performed by a Taser certified member or instructor. Tasers are not to be handled or activated by unauthorized personnel.
- g. Any discharge other than the function test, either intentional or accidental, shall necessitate the immediate notification of the officer's immediate supervisor. A Use of Force Report and an offense report shall be completed by the involved officer. Reports shall be made in all cases involving the discharge of a Taser.
- h. Before discharging the Taser, the officer should notify other officers on the scene and responding officers so that they are aware that its use is eminent. This should be done by using the word "TASER."
5. Chemical Agents - When physical presence, verbal command and physical contact controls have failed to remedy the situation, the member is authorized to utilize the issued chemical agent to facilitate safe subject control.
  - a. Members shall be issued a chemical agent only after successful completion of a course of instruction in the proper use and carrying of the chemical agent as a defensive means of control.

- b. The defensive chemical agent shall be carried and/or utilized only as issued and authorized, and no changes, alterations, modifications, or substitutions shall be made to the issued chemical agent.
  - c. When utilizing the issued chemical agent, members shall use only that amount of agent which is reasonably necessary to protect themselves, civilians and other law enforcement personnel from physical attack or to overcome actual physical resistance to arrest.
  - d. Decontamination procedures will be followed on subjects in which chemical agents have been deployed.
6. Hard Empty Hand Control - When the aforementioned non-deadly force continuum has failed, these methods involve the member's utilizing various techniques such as punches, strikes and kicks to non-lethal areas of the anatomy.
7. Impact Baton - The impact baton shall be used as defensive equipment and shall be used as the threat to the member or others increases.
- a. Members shall be issued a defensive baton only after successful completion of a course of instruction in the proper use and carrying of the baton as a defensive means of control.
  - b. The impact baton shall be carried and/or utilized only as issued and authorized, and no changes, alterations, modifications, or substitutions shall be made to the issued baton.
  - c. When utilizing the impact baton, members shall use only that amount of force which is objectively reasonable to protect themselves, civilians and other law enforcement personnel from physical attack or to overcome actual physical resistance to arrest.

## **B. Reporting Requirements:**

Anytime a Use of Force Report form is completed a photograph of the defendant shall be made and attached.

1. Physical Restraint - When restraining force is used and there is no injury and no allegation of injury, it will not be necessary to make an official report of the Use of Force. Any visible injury or allegation of injury shall require the completion of a Use of Force Report.
2. Chemical Force - When a chemical agent is used, a Use of Force Report shall be completed by the officer who utilized the chemical agent and delivered to a supervisor as soon as possible.



3. Taser – Any discharge of a Taser other than the function test shall require the completion of a Use of Force Report. (See Procedures A. 4. of this directive.)
4. Physical Force - When Physical Force is used, the incident shall be reported on a Use of Force Report. Physical force shall be considered the required use of mechanical compliance, hands and feet impact, impact weapon or deadly force. The Use of Force Report shall be completed by the member who utilized force and delivered to a supervisor as soon as possible. Each member present or assisting in the incident requiring physical force shall submit a supplement or statement describing the incident. Photos shall be made to support the use of force incident showing the injury or lack of injury.
5. All juveniles will be photographed when physical force (as noted in 2, 3, and 4 above) is used. The photograph will be attached to the Use of Force Report and follow procedures for review by command staff. Upon review, the report with attached photo will be placed in a file designated only for juvenile Use of Force Reports and secured separately from all adult reports.
6. All agency personnel authorized to carry lethal and less-than-lethal weapons shall be issued copies of and/or be instructed in the department's policies on use of force, discharge of warning shots, use of less-lethal weapons, and the rendering of medical aid after use of force incidents as described in this general order before being authorized to carry a weapon.

**C. Supervisor's Responsibility:**

1. Physical force - Upon notification of the use of physical force by agency personnel, a supervisor shall initiate an investigation into the incident.
2. The supervisor shall review the Use of Force Report for clarity and content. Any facts not covered in the report will be included on a supplement report. The supervisor will sign the report and forward it to the appropriate personnel.
3. In the absence of discrepancies or additional facts, the supervisor shall sign the report that a supervisory investigation has been conducted and that facts are as stated in the Use of Force Report.
4. The original Use of Force Report shall be forwarded to the Chief of Police through the chain of command as soon as possible. A review of the report will be conducted at each level.

#### D. Deadly Force:

1. An officer need not retreat or desist from efforts to make a lawful arrest because of active, threatened, or passive resistance. Officers must remain aware that a primary law enforcement responsibility is to protect life and property. An officer is justified in the use of that force which he or she reasonably believes necessary in self-defense or defense of others from bodily harm or to affect an arrest. However, an officer is justified in using deadly force only under the following circumstances:
  - a. Deadly force is permissible only when the officer has reasonable belief that the action is necessary in defense of human life or necessary in the defense of any person in imminent danger of serious bodily injury.
  - b. Deadly force is permissible only when there is an imminent and immediate danger of death or serious bodily injury to the officer or other persons present and that danger is caused by the aggressive actions of the suspect.
  - c. Deadly force is not permissible to stop a non-violent fleeing felon or misdemeanor, or to protect property.
  - d. Shooting at or from a moving vehicle is prohibited in all instances except those circumstances governed by paragraph (b) above.
  - e. Officers shall not fire warning shots.
  - f. The intentional use of a chokehold (See TCA 38-3-121 and TCA 38-8-113) or other method of restraint applied to the neck area of another person is prohibited, unless the use of deadly force is authorized. This includes, but is not limited to: (1) arm bar hold; (2) carotid artery hold; (3) vascular neck restraint; and (4) neck restraint or hold with a knee or other object.
  - g. No distinction shall be made relative to the age of the person who is the intended target of deadly force. Self-defense and an imminent and immediate threat shall be the guidelines for employing deadly force.

**Note:** See, *Tennessee v. Garner*, 471 U.S.1, 85 (1985.) (Also see TCA 39-11-620): The United States Supreme Court ruled that the use of deadly force to prevent the escape of a suspected felon violates the Fourth Amendment prohibition against unreasonable seizure if used against an apparently unarmed, non-violent suspect (the case involved a burglary suspect). The Supreme Court further stated that deadly force may be used against an offender who has attempted or committed an offense involving the infliction or threatened infliction of great bodily harm. Deadly force may not be used against an unarmed, non-violent, property crime offender. The United States Supreme Court decision went on to state that when an officer is justified in the use of deadly force he will, if feasible, first give a verbal warning. (Example: "Police Officer, Halt").

#### **E. Drawing and Pointing Firearms:**

1. Officers are prohibited from drawing and pointing their firearms at or in the direction of a person, absent an objectively reasonable determination that the situation may escalate to the point where deadly force would be authorized under this policy. When it is determined that the use of deadly force is not necessary, officers shall, as soon as practicable, secure or holster their firearms. It is the policy of this department that drawing a firearm and pointing it at a person is considered a use of force and must be documented in a report. Drawing and displaying a firearm does not constitute a use of force incident and does not require a report.

#### **F. Risk to Innocent Person:**

1. Officers are prohibited from discharging firearms when it reasonably appears likely that an innocent person may be injured.

#### **G. Duty to Intervene:**

1. An officer who directly observes an unreasonable, excessive, or illegal use of force, in violation of the Department's use of force policy and/or state or federal law, shall;
  - a. act to intervene and stop the use of force by another officer; and
  - b. contact a supervisor as soon as practical.
2. An officer who has knowledge of excessive, unreasonable, or illegal use of force against a person shall;
  - a. notify a supervisor; and
  - b. submit a written incident report to a supervisor as soon as practical.
3. Retaliation against any officer who intervenes against excessive use of force, reports misconduct, or cooperates in an internal investigation is prohibited.

#### **H. Shots to Destroy Animals:**

1. The killing of an animal is justified under the following circumstances:
  - a. To prevent imminent and immediate harm to the agency member or another.
  - b. A seriously wounded or injured domestic animal may be destroyed only after all attempts have been made to request assistance from the Cheatham

County Animal Control Department. The destruction of vicious animals should be guided by the same rules set forth for self-defense and the defense and safety of others.

- c. A seriously wounded or injured wild animal may be destroyed if the officer believes it would be humane to do so.
2. A Use of Force report is required when an animal is killed.

**I. Administrative Relief of Duty (non-disciplinary):**

1. In every instance in which any employee uses deadly force and where such use of force results in death or serious bodily injury to another person, the employee shall be immediately relieved of normal duties.
2. Assignment to a relieved-of-duty status shall be administrative (non-disciplinary) with no loss of pay or benefits.
3. Relief from duty with full pay and benefits is intended to address the personal and emotional needs of the employee involved in the use of deadly force and to assure the community that verification of the facts surrounding such incidents are fully and professionally explored.
4. Employees so relieved from duty shall remain on a "relieved-of-duty" status during the initial twenty-four hour period following the incident, after which the employee may be reassigned to duty status at the discretion of the Chief of Police. Employees so relieved from duty shall ensure their availability to investigators until investigation of the incident is concluded.
5. The employee shall not discuss the incident with anyone except the District Attorney General, department personnel assigned to the investigation, the employee's personal attorney, the employee's licensed mental health professional, physician, Critical Incident Stress Debriefing team, the employee's chosen clergy and the employee's immediate family.
6. Upon returning to duty, the employee may be assigned to administrative duty for a period of time deemed appropriate by the Chief of Police.

**J. Psychological Services for the Employee:**

1. In all cases where an agency member fires on or exchanges gunfire, or any person is injured or killed as a result of firearm discharge by the employee, the involved employee will be required to undergo an emotional debriefing as soon as reasonably possible. Debriefings will be conducted with a department furnished licensed mental health professional. The Department will expend all possible effort to provide personnel with the level of debriefing deemed necessary resulting

from the employee involved event. The purpose of this debriefing will be to allow the employee to express his or her feelings and to deal with the moral, ethical, and psychological after-effects of the incident. The debriefing shall not be related to any department investigation of the incident and nothing discussed in the debriefing will be reported to the department. The debriefing session will remain protected by the privileged Professional Counseling Code of Ethics.

2. The Department will support and assist in additional debriefings at the request of affected personnel. The families of affected personnel may be included in this process. These debriefings may include the Critical Incident Stress Debriefing (C.I.S.D.) process provided through outside sources and may use a peer-counseling format. The primary purpose of the C.I.S.D. is to allow the affected personnel to ventilate emotions, feelings and thoughts of the event and be educated on the effects of the traumatic incident to the involved individual. In all cases where a C.I.S.D. is conducted, a qualified mental health professional will participate and all rules of confidentiality shall apply.

**K. Firearms Re-qualification:**

1. In all cases where an employee fires or exchanges gun fire, or any person is injured or killed as a result of firearm discharge by a member, the involved employee will be required to re-qualify with his or her weapon prior to returning to on-duty status. The re-qualification shall be accomplished under the direction of a firearms training officer. The purpose for this is to ensure that the employee has no psychological or emotional problems which might make him or her "freeze" when faced with the demand of pulling and firing a weapon in the future. Disposal of an animal will not require requalification.

**L. Reporting Use of Deadly Force / Discharging of Firearms Required:**

1. Members who intentionally or accidentally discharge a firearm while on duty shall immediately report the incident to their supervisor. If a department issued firearm is discharged intentionally or accidentally while a member is off-duty, he or she must immediately report the incident to the supervisor who is on duty at the time. A Use of Force Report and an offense report shall be completed by the involved employee. This section is not intended to require reports regarding legal hunting activities, firearms training, or practice.
2. Notifications - When the use of deadly force or accidental discharge of a firearm results in personal injury, death or serious property damage, notification shall be made as follows:
  - a. The on duty supervisor shall immediately notify the Deputy Chief and/or Chief of Police.

- b. The Chief of Police or designee shall notify the District Attorney General of the event and determine the need for investigative assistance and/or review.
3. Incidents involving use of deadly force or accidental discharge investigated within the department shall be assigned by the Chief of Police.
4. The investigation results shall be forwarded to the Chief of Police.
5. In shooting incidents resulting from the exercise of poor judgment, where no violations of law or department policies and procedures are involved, the Chief of Police may note the exercise of poor judgment and make recommendations for remedial training or corrective action.

**M. Medical Aid:**

1. Personnel shall render, or obtain immediate appropriate medical aid, for anyone injured through the use of force, whether the injury is visible or there is a complaint of a non-visible injury. Appropriate medical aid may include increased observation to detect obvious changes in condition, flushing chemical agents from the eyes, applying first aid, evaluation by paramedics, or for more serious or life threatening incidents, immediate aid by medical professionals. If the officer is not able to provide the appropriate level of aid, he/she shall immediately summon medical assistance by contacting communications to advise the nature of the injury and request response by Fire or E.M.S.

**N. Training:**

1. Annually, all agency personnel authorized to carry weapons shall receive training on the department's use of deadly force policy and any state or federal laws referencing use of force. All personnel will receive training to demonstrate their proficiency with all department approved lethal and less-than lethal weapons (i.e. handgun, shotgun, impact weapon, chemical agents, Taser) the employee is authorized to use.
2. Training shall cover the carrying and use, both on and off-duty, of all weapons the agency has authorized the employee to use.
3. All personnel shall meet the minimum state qualification requirements for P.O.S.T. on any and all firearms they are authorized to carry.
4. The instruction and qualification of all weapons shall be provided by a certified weapons and/or tactics instructor.
5. The coordination, instruction, and documentation of training shall be the responsibility of the Chief of Police or his designee.

6. Only agency personnel demonstrating proficiency in the use of agency authorized weapons shall be approved to carry such weapons. Demonstrated proficiency shall include achieving minimum qualifying scores on a prescribed course, attaining and demonstrating knowledge of the laws and policy on use of force, escalating force and deadly force, and exhibiting safe handling of these weapons.

**O. Annual Review of Use of Force Incidents:**

1. The Command Staff along with the Department Training Officer will conduct an annual review of the Use of Force Incidents. This review is intended to identify any patterns or trends that could indicate training needs, equipment upgrades, or need for policy modification.

**P. Carrying Firearms and Ammunition:**

1. Handguns shall be carried in a secure manner, kept fully loaded, clean and in working order at all times while on duty.
2. All members of the department will be issued a Glock Model 22 or Model 23 .40 caliber duty weapon. The department issued Glock 22 is the duty handgun approved for carry by officers assigned to patrol duty. Members assigned to the Criminal Investigations Division or administrative duties may carry any .40 caliber Glock weapon that has been issued by the department or handgun approved by the Chief of Police. Issued weapons shall not be altered or have equipment added without approval from the Chief of Police.
3. The 12 gauge "police type" shotgun will be the only type of shotgun utilized. Such shotguns shall be carried and secured in the appropriate manner while on duty. The weapon will be secured in a locking gun rack or secured in the trunk of the vehicle. The carrying condition of the shotgun while in the vehicle will be magazine loaded to capacity, chamber empty, and safety on.
4. The department issued semi-automatic rifles "AR-15 type" will be the only type of semi-automatic rifles utilized unless authorized by the Chief of Police. Such rifles shall be carried and secured in the appropriate manner while on duty. The weapon will be secured in a locking gun rack or secured in the trunk of the vehicle. The carrying condition of the rifle while in the vehicle will be magazine(s) loaded to capacity, chamber empty, and safety on.
5. Deployment of the rifle or shotgun will be at the discretion of the responding officer. It should be noted that for deployment to occur certain elements must be considered: threat level of the offense, type of crime, number of offenders, civilian density, type of structure and location.
6. Officers are authorized by the Chief of Police to carry a handgun while off duty. Although encouraged, officers are not mandated to do so. All handguns and

ammunition carried off duty shall be approved by the Chief of Police. The handgun must be carried in an attempt as to not be exposed to the public. Officers shall carry the department issued police identification at all times when carrying a firearm off duty. The city approved duty weapon may be carried as an off duty weapon.

7. Secondary or backup weapons are authorized for carry on-duty along with the department issue sidearm. The secondary or backup weapon shall be approved by the Chief of Police. Secondary or backup weapons shall be carried in a secure manner and shall not be visible to the public. The carrying of a secondary or backup weapon will be at the discretion of the individual officer.
8. Only ammunition authorized by the Chief of Police may be carried / utilized.
9. Periodic inspection of authorized weapons may be made by a supervisor for cleanliness and serviceability.
10. It is the responsibility of each officer to maintain security on all department issued weapons when not in use.
11. Handling of weapons in an unsafe or unnecessary manner is prohibited.

**REVIEW PROCESS:**

The Chief of Police and Accreditation Manager will conduct an annual review of this General Order and will make necessary revisions.

**CANCELLATION:**

This General Order will remain in force until revoked or revised by competent authority.

  
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Chief of Police