


Appendix A (6 pages)

	HARTFORD POLICE DEPARTMENT POLICY AND PROCEDURE GENERAL ORDER	EFFECTIVE DATE: June 1, 2003	NUMBER: 7-27
		ISSUANCE DATE: May 23, 2003	Page 1 of 6
SUBJECT: USE OF LESS LETHAL FORCE		DISTRIBUTION: ALL DEPARTMENT PERSONNEL	
		Reference: CALEA 1.3.1, 1.3.6, 1.3.7 CT. GEN. STATUTES	Rescinds: COOD 24- 77, G.O., 7-27 8-2-91

I. PURPOSE

To establish departmental policy and procedure relative to the use of less-lethal force by sworn personnel while discharging their law enforcement responsibilities.

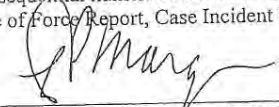
II. POLICY

- A. Sworn officers of the Hartford Police Department shall adhere to the highest standards of the law enforcement profession when executing their duties and responsibilities. Whenever it becomes necessary to utilize force in performing these duties, only that reasonable force necessary to overcome the resistance offered shall be permitted and supported.
- B. In maintaining and assuring the high standards of the Hartford Police Department, citizens, suspects, and arrested persons shall at all times be afforded their basic Constitutional rights and humane treatment by members of this department.
- C. Officers shall be cognizant of the most effective and efficient methods of reasonably overcoming any resistance offered while performing their duties and responsibilities as police officers.
- D. Sworn personnel shall intervene and notify a supervisor when another officer is using force that appears, from a reasonable standard to be unnecessary.
- E. Sworn personnel shall comply with Connecticut's General Statutes relative to the use of non-lethal force, under penalty of the law.


III. DEFINITIONS

- A. Less Lethal Force: Any force not reasonably expected to cause death or serious physical injury.
- B. Reasonable Force: Any use of force which is determined to be objectively reasonable and therefore not excessive.
- C. Use of Force Incident: Any occurrence in which there has been a use of force by police personnel upon an individual or group of individuals to accomplish a lawful purpose or in defense of a person.
- D. Use of Force Number: A sequential numerical identifier designating a specific use of force incident requiring a corresponding written Use of Force Report, Case Incident Report or Supplement Report to be submitted.

BY AUTHORITY OF:



 Bruce P. Marquis, Chief of Police

	HARTFORD POLICE DEPARTMENT POLICY AND PROCEDURE	EFFECTIVE DATE: June 1, 2003	NUMBER: 7-27
		GENERAL ORDER	
	ISSUANCE DATE: May 23, 2003		Page 2 of 6
DISTRIBUTION: ALL DEPARTMENT PERSONNEL			
SUBJECT: USE OF LESS LETHAL FORCE		Reference: CALEA 1.3.1, 1.3.6, 1.3.7 CT. GEN. STATUTES	Rescinds: COOD 24- 77, G.O., 7-27 8-2-91

IV. PROCEDURES


A. Sworn personnel shall:

1. Force Use. Use only that force which is reasonably necessary to overcome the resistance offered in order to:
 - a. Defend themselves, other officers or third persons from the use or imminent use of force against them or against third persons.
 - b. Effect an arrest or to prevent the escape from custody of a person whom the officer reasonably believes has committed an offense.
 - c. Defend themselves or a third person from the use or imminent use of physical force while effecting or attempting to effect an arrest or while preventing or attempting to prevent an escape.
 - d. Thwart another person from attempting suicide or from inflicting serious physical injury to himself/herself.
 - e. Successfully effect a search and seizure warrant.
2. Appropriate Medical Aid. In situations where the use of force has occurred, police personnel shall provide the person or persons affected by such force use with appropriate medical aid. Appropriate medical aid as dictated by incident specific circumstances may include any or all of the following.
 - a. Observation and evaluation
 - b. Flushing of affected areas
 - c. Basic First Aid
 - d. On-scene emergency medical attention
 - e. Treatment at a medical facility
3. Notifications. Sworn personnel shall:
 - a. Immediately notify their supervisor when any force other than the mere physical taking into custody was used.
 - b. Immediately notify their supervisor when a person is injured as a result of his/her attempting to escape that is not as a result of direct physical contact with the officer.

BY AUTHORITY OF:

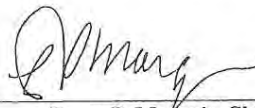


Bruce P. Marquis, Chief of Police


	HARTFORD POLICE DEPARTMENT POLICY AND PROCEDURE	EFFECTIVE DATE: June 1, 2003	NUMBER: 7-27
		ISSUANCE DATE: May 23, 2003	Page 3 of 6
	GENERAL ORDER		DISTRIBUTION: ALL DEPARTMENT PERSONNEL
SUBJECT: USE OF LESS LETHAL FORCE		Reference: CALEA 1.3.1, 1.3.6, 1.3.7 CT. GEN. STATUTES	Rescinds: COOD 24- 77, G.O., 7-27 8-2-91

4. Use of Force Reporting. In situations where any level of force other than the mere physical taking into custody was used, personnel shall request a Use of Force (U.F.) Number from the dispatcher, complete an HPD Form 60 "Use of Force Report", and complete a Case Incident Report.
 - a. Use of force reporting is to be officer-incident specific. Separate Use of Force Numbers shall be drawn /issued for each officer who uses force in a given situation. In the event that more than one officer uses force upon a single resistive individual, each officer involved shall file a separate report concerning their own specific use of force in the incident. The use of force by a single officer upon multiple individuals requires multiple use of force reports.
 - b. Personnel who have utilized force in a given situation shall notify their immediate supervisor, or in their absence, a supervisor with responsibility for the Police Service Area in which the use of force incident occurred to report their use of force.
 5. When an HPD Form 60 is to be submitted, the personnel who utilized force will enter the "U.F. Number" as well as the corresponding Case Incident Number on the Form 60 and shall enter all pertinent information on the form.
 6. Injuries to a person in custody determined to have been sustained by other actions or causes not related to police interaction must be reported to a supervisor and documented in the investigating officers Case Incident Report. Such injury not related to police interaction does not require an HPD Use of Force report.
- B. Public Safety Dispatch Personnel shall:
1. Issue a Use of Force number upon request or as directed by a supervisor.
 2. Insure that a corresponding Case Incident Number is issued for any incident in which a Use of Force number is issued.
 3. Insure that the appropriate supervisor is notified and dispatched to Use of Force incidents.
- C. Detention Supervisors and Personnel
1. In the event that an arrested person who has sustained an injury that is untreated upon arrival at the Detention facility, the Detention Supervisor shall order the arresting officer, if available, to transport the affected person to a medical facility for treatment.

BY AUTHORITY OF:



Bruce P. Marquis, Chief of Police

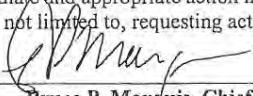
	HARTFORD POLICE DEPARTMENT POLICY AND PROCEDURE	EFFECTIVE DATE: June 1, 2003	NUMBER: 7-27
		ISSUANCE DATE: May 23, 2003	Page 4 of 6
	GENERAL ORDER		DISTRIBUTION: ALL DEPARTMENT PERSONNEL
SUBJECT:	USE OF LESS LETHAL FORCE	Reference: CALEA 1.3.1, 1.3.6, 1.3.7 CT. GEN. STATUTES	Rescinds: COOD 24- 77, G.O., 7-27 8-2-91


2. The Detention Supervisor shall immediately notify the officer's immediate supervisor of the nature of the arrested person's injury. Notification from the Detention Supervisor shall be cause for the supervisor so notified to investigate the circumstances in which the arrested person sustained injury.
3. Incidents involving use of force within the Detention Facility shall be investigated, reported and documented in a manner consistent with the provisions of this policy.

D. Supervisory Personnel shall:

1. Continually evaluate the use of force by subordinate personnel in the performance of their duties.
2. Investigate instances of use of force reported by personnel and insure an HPD Form 60 and corresponding Case Incident Report is completed.
3. Make personal contact with personnel reporting use of force and with the affected person or persons to review the circumstances of each use of force incident.
4. Require HPD Form 60 be completed by the arresting officer and/or the officer utilizing any force prior to the end of the officer's tour of duty.
5. Notify the Commander of Special Operations when any Less Lethal Munitions have been utilized by personnel assigned to the Disorder Control Team or the Emergency Response Team.
6. When HPD Form 60 has been required:
 - a. Supervisors shall remain on duty until the investigation of the circumstances surrounding the use of force incident; the related Case Incident report(s) and the HPD Form 60 have been completed.
 - b. Make determinations and document their findings and recommendations.
 - c. Immediately notify their commander if the initial review of the Use of Force in any incident appears to be unreasonable or excessive.
 - d. Forward the HPD Form 60 with a copy of the related Case Incident Report to an on-duty commander for review, approval and signature prior to going off-duty.
 - e. Take any other immediate and appropriate action necessary to assure a complete investigation of the incident. Such as, but not limited to, requesting action by the Evidentiary Services or Major Crimes

BY AUTHORITY OF:

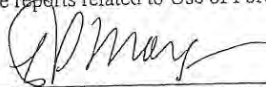

 Bruce P. Marquis, Chief of Police

	HARTFORD POLICE DEPARTMENT POLICY AND PROCEDURE	EFFECTIVE DATE: June 1, 2003	NUMBER: 7-27
		ISSUANCE DATE: May 23, 2003	Page 5 of 6
	GENERAL ORDER		DISTRIBUTION: ALL DEPARTMENT PERSONNEL
SUBJECT: USE OF LESS LETHAL FORCE		Reference: CALEA 1.3.1, 1.3.6, 1.3.7 CT. GEN. STATUTES	Rescinds: COOD 24- 77, G.O., 7-27 8-2-91


Divisions to photograph and document incident/crime scenes, injuries to officers or affected persons, to assist or provide direction in the processing of scenes, the identification and preservation or collection of evidence, and to identify, locate and interview witnesses.

7. Assure that officers within their chain of command are aware of what force is acceptable and reasonable in accordance with the performance of their duties.
 8. Conscientiously implement department policy governing the use of force and actively search out transgressions in order to remedy them with the appropriate corrective action.
- E. Field Lieutenants and Division Commanders shall:
1. Receive and review completed HPD Form 60s and related Case Incident reports from supervisors. After review for accuracy, content and completeness, sign the HPD Form 60 and forward it to the Crime Analysis Unit for report review and processing before going off-duty. Forward copies to their commander.
 2. Notify their Commander and the Commander of the Internal Affairs Division in any instance that the use of force in any incident may be unreasonable or excessive based upon the initial review by the Supervisor, or any other information known to them.
 3. Evaluate use of force reports and related data, make determinations and recommendations.
 4. Conduct Roll Call Training on a routine basis concerning use of force and this policy.
- F. Crime Analysis Unit Shall:
1. Perform the data entry function related to HPD Form 60, Use of Force reporting.
 2. Insure that all HPD Form 60's are logged and processed with a sequential incident numbering system.
 3. Insure that the original copy of all HPD Form 60's are forwarded to the Records Division for retention, and that copies of the Form 60 along with a copy of the corresponding Case Incident Report are forwarded to the Commander of the Internal Affairs Division and the Police Academy.
 4. Notify the Chief of Operations in instances where Use of Force reports have not been submitted in a timely manner or are missing.
 5. Generate administrative reports related to Use of Force data as required.

BY AUTHORITY OF:



Bruce P. Marquis, Chief of Police

	HARTFORD POLICE DEPARTMENT POLICY AND PROCEDURE	EFFECTIVE DATE: June 1, 2003	NUMBER: 7-27
		ISSUANCE DATE: May 23, 2003	Page 6 of 6
	GENERAL ORDER		DISTRIBUTION: ALL DEPARTMENT PERSONNEL
SUBJECT: USE OF LESS LETHAL FORCE		Reference: CALEA 1.3.1, 1.3.6, 1.3.7 CT. GEN. STATUTES	Rescinds: COOD 24- 77, G.O., 7-27 8-2-91

6. Disseminate the weekly report to:

- a. The Chief of Operations, Bureau and District Commanders.
- b. The Commanders of the Police Academy and Internal Affairs.

G. The Commanders of Inspections and Internal Affairs shall:

1. Review Use of Force reporting and related data and documentation.
2. Prepare reports as required.
3. Undertake further investigation as appropriate.

H. The Records Unit shall:

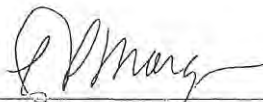
1. Receive, file, and retain all original copies of HPS Form 60's, Use of Force Reports in a sequential filing system determined by Use of Force Number and calendar year.
2. Insure that a copy of all HPD Form 60's, Use of Less Lethal Force Reports, are attached to and filed with the corresponding Case Incident Report.

I. The Commander of the Police Academy shall:

1. Conduct research and maintain an awareness of the most effective and reasonable methods of self-defense and Use of Less Lethal Force as they pertain to the performance of a police officer's duties and responsibilities.
2. Assure the provision of proper training relative to reasonable and effective Use of Force methods to all sworn Department personnel by means of instruction, training bulletins, in-service training courses, roll call training, or any other method deemed appropriate.

J. The Chief of Operations shall receive, review and analyze all information generated relating to Departmental Use of Force Incidents.

BY AUTHORITY OF:



Bruce P. Marquis, Chief of Police