

NORTH MIAMI POLICE DEPARTMENT  
GENERAL RULES AND REGULATIONS

The Chief of Police is the Chief Law enforcement officer of the City of North Miami Police Department. The Chief formulates policies, procedures, and directs all department operations. The Chief is appointed by the City Manager with the approval of the City Council.

amended 032615

In the absence of the Chief of Police or a member of the Executive Command Staff, i.e. nights, weekends, and holidays, a Commander or a Sergeant shall be in command of the Police Department. **CFA 1.03D**

- Sect. 1. The word "member" shall be defined as any person in the service of the Police Department. The term "commanding officer" is defined as an officer's immediate supervisor or any supervisor in the event the immediate supervisor is not available.
- Sect. 2. Members of the North Miami Police Department are required to thoroughly know and adhere to departmental rules, regulations, orders, and policies.
- Sect. 3. Members of the Police Department cannot escape responsibility for violating a rule, regulation, or order by pleading that they did not think such rule or order applied to them. In any case of doubt concerning the application of any rule, regulation, or order, consult your commanding officer or supervisor.
- Sect. 4. Members of the Police Department shall notify their commanding officer or supervisor any violation of the Police Department Rules and Regulations or disobedience of orders by any other member that may come to their knowledge.
- Sect. 5. Officers of the Police Department at all times within the boundaries of the city shall preserve the public peace, recognize and resolve problems that adversely affect the quality of life, prevent crime, detect and arrest violators of the law, protect life and property and enforce all the criminal laws of the State of Florida.
- Sect. 6. Members of the Police Department shall be held responsible for the proper performance of their assigned duties.
- amended 032615  
Sect. 7. Members withholding information or furnishing unauthorized and/or confidential information with a view to personal gain or for any other reason shall be subject to disciplinary action.
- Sect. 8. Officers of the Police Department shall not apply for any search warrant, or serve any such warrants or conduct any raid, undercover operation, decoy operation or surveillance without the knowledge and approval of their commanding officer.

- Sect. 9. Any member who displays reluctance to properly perform their assigned tasks or acts in a manner tending to bring discredit upon themselves or the Department, or fails to assume responsibility to exercise diligence, intelligence, and interest in their duties, or whose performance is below acceptable departmental standards, shall be deemed incompetent and/or inefficient and subject to disciplinary action.
- Sect. 10. Members of the Police Department are prohibited from engaging in outside employment without the written permission of the Chief of Police.
- Sect. 11. Officers of the Police Department shall not engage in off-duty police work unless authorized by the Chief of Police or their designee.
- Sect. 12. Officers of the Police Department when off-duty and in civilian clothes, may carry any approved concealed firearm in accordance with the North Miami Firearms policy, with proper identification.
- Sect. 13. Members of the Police Department shall report for duty at the time designated by their commanding officers.
- Sect. 14. Members of the Police Department anticipating their inability to report for duty for any just cause shall notify a Police Communications Operator (PCO) at least one hour prior to time set for commencement of their tour of duty. The PCO will notify the employee's commanding officer.
- Sect. 15. Members of the Police Department shall comply with any lawful directive emanating from any commanding officer or supervisor. If any lawful directive conflicts with a previous directive from any supervisor, the employee to whom such directive is given shall respectfully call attention to such conflict. If the supervisor giving the last directive does not change the directive, the directive shall stand and the responsibility be theirs. The person complying with the directive will not be held responsible for disobedience of the previously-issued directive. Any directive "relayed" from one employee to another will be followed in the same manner as above until such directive can be verified.
- If any unlawful directive, that would result in a criminal act, is given to any employee of the Police Department, such member will immediately report such fact to the Chief of Police, or his/her designee.
- Sect. 16. Members of the Police Department shall not speak critically or derogatorily to other members of the Police Department or any persons outside of the Police Department regarding the directives or instructions issued by supervisors. If there is sound reason to believe that such directives or instructions are unlawful, inconsistent, or unjust, the

- member shall appeal to higher authority in the Police Department.
- Sect. 17. Progressive discipline in the Police Department shall be exercised with swiftness, firmness, and justice. Supervisors are forbidden to injure or discredit any employee by tyrannical or capricious conduct or by use of abusive language.
- Sect. 18. Members of the Police Department shall treat all employees with respect. Members shall refrain from all communication, written or verbal, that discredits other members except when reporting improper actions to their supervisor. Members are prohibited from posting cartoons, graffiti, or making derogatory remarks about fellow members.
- Sect. 19. Members of the Police Department shall not request the aid of any person outside of the Police Department to have them transferred to another assignment, or to have them restored to any assignment from which they have been removed by order of a supervisor, or to have them promoted to a higher rank in the service; or knowingly permit any petition to be presented by citizens in their behalf requesting such transfer, restoration, or promotion.
- Sect. 20. Members of the Police Department will maintain a professional image with the public. Members must refrain from using coarse, violent, profane, or insolent language, but when required, must act with firmness to perform their duties.
- Sect. 21. Members of the Police Department shall not interfere in the private business of any one, except when required to act in their official duty.
- Sect. 22. Members are required to speak the truth at all times and under all circumstances, whether under oath or otherwise, except in cases where they are not allowed by the rules of the service to divulge facts within their knowledge, in which case they remain silent.
- Sect. 23. Members of the Police Department shall not drink any intoxicating beverage while on duty unless authorized by the Chief of Police or his/her designee.
- Sect. 24. No member of the Police Department shall report for duty under the influence of alcoholic beverages or illegal drugs.
- Sect. 25. No intoxicating beverage shall be brought into or kept in any Police Department building or police motor vehicle without the knowledge and approval of the Chief of Police or his/her designee, except when officially seized and held as evidence.
- Sect. 26. Members of the Police Department shall not use narcotics and dangerous drugs unless such are properly prescribed by a licensed physician.

- Sect. 27. Members who smoke shall not do so when conducting business with the public, however, smoking in the police facility and police vehicles is prohibited.  
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- Sect. 28. Members of the Police Department are prohibited from illegal gambling while on duty.
- Sect. 29. Members of the Police Department, while on duty, at all times must be neat and clean in appearance and in conformity with the rules and regulations. They shall examine and clean their equipment and keep the same always in good, serviceable condition.
- Sect. 30. Members of the Police Department shall not wear uniforms at any time except when on active duty, on off duty jobs, or assignments of which the department has knowledge. They shall don their uniforms prior to reporting for duty.
- Sect. 31. No member of the Police Department shall display upon his/her uniform any medal, badge, decoration, or other insignia of any kind except those authorized by the Chief of Police. Any such duly authorized or awarded medal, badge, decoration or other insignia shall be displayed at all times or worn in the prescribed manner. Issued name tags shall be worn on uniforms at all times in the prescribed manner.
- Sect. 32. Whenever any member terminates his/her services with the Police Department they shall surrender to the Quartermaster all property belonging to the Police Department. In case of the death of a member, the respective Major will obtain their badge and all other Police Department property which they possessed and make proper disposition of it.
- Sect. 33. Members are required to attend all legal proceedings when given proper notification. Cancellation of a mandatory appearance is permitted only when the employee is properly excused and this fact is documented on a supplemental report.

Members who attend legal proceedings are to be punctual and shall appear in uniform or in professional business attire. They shall have their cases properly prepared, the witnesses properly subpoenaed, and all property which is to be used in evidence suitably arranged for presentation to the court. Members shall observe the utmost attention and respect toward judges at all times. When giving testimony, they shall speak calmly and explicitly in a clear, distinct, and audible tone so as to be easily heard by court and jury, and not chew gum or tobacco. They shall testify with the strictest accuracy, confining themselves to the case before the court, and neither suppress nor overstate the slightest circumstances with a view of favoring or discrediting any person. When cross-examined, they shall answer with the same readiness and civility as when testifying in support of the charge.

All members must complete a supplemental report on every court appearance (including all arrestable traffic cases

for which a case number has been assigned), depositions, pre-filing conferences, and other legal procedures. Overtime will only be authorized once members submit a completed supplemental report, containing all pertinent information on what transpired, to their supervisor.

- Sect. 34. Members of the Police Department shall give formal or informal statements on any issue involving the City of North Miami, only after notifying their supervisor and obtaining the consent of the City Attorney or the Risk Management Director.
- Sect. 35. Members shall report to their supervisor their correct home addresses and primary telephone number. They shall report any changes of address or telephone number within 24 hours after such changes have been made. Supervisors shall maintain a current file and keep the Office of the Chief of Police informed of the correct address and telephone number and any changes thereto of each member under their supervision. Officers are encouraged to provide a secondary phone number.
- Sect. 36. Members of the Police Department shall report to their supervisors any change in their domestic status. The supervisors shall promptly submit this information to the Office of the Chief of Police.
- Sect. 37. Members of the Police Department shall treat as confidential the official business of the Police Department. They shall not impart it to anyone except those for whom it is intended, or as directed by their commanding officer, or under due process of law; and they shall not make known to any person whether or not a member or employee of the Police Department, any special order which they may receive, unless required by the nature of the order. A commanding officer will authorize a PIO to impart to representatives of the news media, current news, provided the ends of justice are not thereby defeated.
- Sect. 38. Members shall not enter into official Police Department correspondence under their signature without permission of their supervisor.
- Sect. 39. Members of the Police Department shall give their name and badge or identification number in a respectful manner to any person who requests it.
- Sect. 40. When answering a Police Department telephone, members shall respond promptly, giving the name of the unit to which they are attached and surname.
- Sect. 41. Members of the Police Department shall be responsible for the good care and maintenance of Police Department property. Members of the Police Department shall immediately report to their commanding officers or supervisors any accident or damage to any city issued equipment.
- Sect. 42. No Police Department vehicle will be used by any member without the permission of their commanding officer, except

in a serious emergency when it is impracticable to communicate with said commanding officer and in such event the reason for using the vehicle shall be communicated to their commanding officer as soon as possible.

- Sect. 43. Members of the Police Department who operate any department issued vehicle, radio, or other equipment shall do so in a professional manner.
- Sect. 44. Members of the Police Department shall not make false official reports, or knowingly enter or cause to be entered in any Police Department books or records any inaccurate, or false information.
- Sect. 45. Members of the Police Department shall not recommend to any prisoner the employment of any person as his attorney or bail bondsman, or suggest the name of any lawyer or person to a prisoner with a view to his defense at any time; nor shall they either directly or indirectly interfere or interest themselves in any manner whatever in of any attorney the employment to aid any victim of an accident or other person.
- Sect. 46. Members of the Police Department shall not take part or be concerned, either directly or indirectly, in making or negotiating any compromise or arrangement for any criminal with a view of permitting such criminal to escape the penalty of the law, or shall they seek to obtain any continuance of any trial in court out of friendship for the defendant, or otherwise interfere with the court of justice.
- Sect. 47. Members of the Police Department shall not communicate verbally or in writing, directly or indirectly, in any manner or form, any information which may enable persons guilty of criminal acts to escape arrest or punishment, or which may permit them to dispose of or secrete any money, goods, or other valuables unlawfully obtained.
- Sect. 48. Members of the Police Department shall not deliver statements concerning the work of the Police Department, or under any circumstances make remarks concerning the plans, policies, or affairs of the Police Department, unless duly authorized by the Chief of Police or his/her designee.
- Sect. 49. Members of the Police Department shall not, directly or indirectly, seek notoriety through the media. Media relations are the sole responsibility of the Public Information Officer (PIO). Public Information Officers are assigned by the Chief of Police. All media inquiries and press releases will be directed through the Public Information Officer. In the event that no PIO is available, inquiries will be directed to the on-duty shift commander. Information on department wide policies, administrative investigations and crime statistics will be released through the Chief of Police or his/her designee.

Interviews with members of the department are permitted, pursuant to Chapter 39, however, they may only discuss



those cases which are assigned to them. Interviews will be coordinated through the PIO and the supervisor of the affected unit.

- Sect. 50. Members of the Police Department shall not authorize the use of a photograph of themselves in connection with any testimonial or advertisement of any commodity or commercial enterprise; nor shall they, in their official capacity, endorse or subscribe any such testimonial or advertisement; nor shall they authorize any mention to be made of their official title, rank, or membership in the Police Department in connection with any such testimonial or advertisement unless authorized by the Chief of Police or his/her designee.
- Sect. 51. Members of the Police Department shall not testify in civil cases unless legally summoned to do so.
- Sect. 52. No member of the Police Department shall collect or attempt to collect any gratuities for performance or non-performance of their duty; except such salary, witness fees, expense awards, and rewards as may be permitted by law, or by express permission of the Chief of Police.
- Sect. 53. No member of the Police Department shall start civil action for damages sustained in the line of duty without first submitting a detailed report of the matter in writing to the Chief of Police.
- Sect. 54. Members of the Police Department are prohibited from making, or causing to be made, any duplicates or any Police Department keys without the approval of the Section Major.
- Sect. 55. The furniture, files and other equipment of the Police Department in the various offices, and other places in the Police Department buildings, will remain where officially placed and shall not be moved from such offices or places, or the location of the same changed in any manner; or shall there be hung upon the walls of any Police Department building any calendar, poster, picture, advertising matter or other things, except those relating to or essential for police purposes without the approval of the section Major.
- Sect. 56. Police Department stationery and supplies shall not be used for personal correspondence or shall any Police Department property be used for private purposes.
- Sect. 57. Members of the Police Department who are authorized to carry firearms in conjunction with their assigned duties, and those members or employees who may be in charge of rifles, shotguns, handguns, or other weapons of the police arsenal, shall not display, examine, adjust, repair, clean or test any such weapons at any time except in conformance to established schedules, procedures, or policies regarding same.

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- Sect. 58. All members in the Police Department shall be subject to all rules, regulations, directives instructions, or requirements, whether mentioned in regard to a specific assignment or rank, or in the rules for general members. In addition, each member shall be subject to and governed by all rules, regulations and requirements as may be prescribed by the Civil Service Board of the City of North Miami, insofar as may apply to the classification, grade, position, rank, or office of each individual employee.
- Sect. 59. Officers shall conduct themselves, at all times, both on and off duty, in such a manner as to reflect most favorably on the department. Conduct unbecoming an officer shall include that which brings the department into disrepute or reflects discredit upon the officer as a member of the department or that which impairs the operation or efficiency of the department or the officer.
- Officers shall not commit any acts or omit any acts that constitute a violation of any of the rules, regulations, or directives of the department whether stated in the general rules and regulations or elsewhere.
- Sect. 60. Each member of the North Miami Police Department is directly accountable to the next higher rank (supervisor) in their table of organization. Members shall direct any inquiries, information, or problems to his/her direct supervisor. Members will not go outside their chain of command unless exigent circumstances exist. This does not relieve a supervisor from the responsibility for taking action in emergency situations that require immediate supervisory attention, decision, or disciplinary action. When situations exist where members from various units are assigned to work in unison on an assigned task, the highest-ranking officer will be in command unless otherwise directed by the Chief of Police or his/her designee. When two officers of equal rank are on a scene, the first supervisor on the scene shall be designated the incident commander in charge until relieved by a higher authority.
- On planned occasions, when the Chief of Police is unavailable, a member of the Executive Command Staff will be appointed to act on his/her behalf. A notification indicating who will be in charge, and for what duration, will be distributed prior to the planned absence.
- Sect. 61. If a Domestic Violence Injunction is served on any North Miami Police Department employee, the member will immediately contact his/her supervisor or Shift Commander, notifying them of the incident. The Shift Commander or supervisor will subsequently contact the Chief of Police, via the chain of command.
- Sect. 62. Officers are prohibited from wearing headsets, earpieces, or any other communication device while on duty unless authorized by the Chief of Police.



## POLICE LIEUTENANT/ COMMANDER

### GENERAL STATEMENT OF DUTIES:

Exercises command over all activities of the department on an assigned shift; or has charge of specialized activities such as traffic, records, or safety education; does related work as required.

### DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This work involves responsibility for directing and supervising the activities of the Police Department on an assigned shift and/or specialized bureaus, including personnel assigned. Duties include assigning personnel to their positions, evaluating work performance, instructing them in new and improved police methods, enforcing the manual of rules and regulations, and inspecting all police activities. A Police Lieutenant must be thoroughly familiar with controlling laws and ordinances, with practices and procedures of the department, and with approved modern police methods. Must be thoroughly capable of commanding the respect of subordinate officers and directing the work under both ordinary and emergency conditions. Assignments are performed in accordance with plans, policies and procedures formulated by the Police Chief.

### ESSENTIAL JOB FUNCTIONS:

Directs and supervises the activities and personnel of the department on an assigned shift, or of the traffic, safety education and records sections;  
Instruct subordinate officers regarding work assignments and procedures;  
Interprets new laws, ordinances, rules and regulations for subordinate personnel;  
Assists in planning beats and assigning officers to positions;  
Inspects personal appearance and equipment of personnel;  
Checks daily reports of subordinate sworn officers;  
Makes traffic studies and administers the activities of the traffic section;  
Instruct recruits in policies and practices of the department;  
Plans and takes the lead in investigations performed by the detective division;  
Assigns cases to subordinate officers and investigates and carefully reviews their work;  
Supervises communication activities of the department;  
Organizes and supervises specialized training activities;  
Supervises accident investigation activities.

### EQUIPMENT USED/JOB LOCATION:

Vehicle, personal computer, printer, and various office equipment. Work may be performed in an office setting or outside in varying weather conditions.

POLICE LIEUTENANT/ COMMANDER (Continued)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of police methods and administration;  
Thorough knowledge of controlling laws, ordinances, and rules and regulations of the department;  
Thorough knowledge of the geography of the City;  
Ability to direct and supervise the work of others;  
Ability to deal firmly and courteously with the public;  
Good judgment;  
Dependability;  
Demonstrated ability to command respect of subordinates;  
Physical ability to perform duties.

ACCEPTABLE TRAINING AND EXPERIENCE:

Three years of work experience as a Police Sergeant with the North Miami Police Department

OR

A Bachelor's degree and two years of work experience as a Police Sergeant with the North Miami Police Department.

ADDITIONAL REQUIREMENTS:

Possession of a valid Florida driver's license.

12-2015 Police Shooting Incidents  
10-2012  
06-2006


NORTH MIAMI POLICE DEPARTMENT

SUBJECT: POLICE SHOOTING INCIDENTS

NUMBER: 300.19

EFFECTIVE DATE: 12-10-15

APPROVED:

  
Chief of Police

AMENDS/SUPERSEDES: 10-30-12

CFA STANDARDS: 4.08, 4.09

- I. **PURPOSE:** To establish guidelines for the investigation of incidents involving the discharge of firearms by members of the North Miami Police Department.
- II. **POLICY:** To ensure a fair, complete investigation and afford our sworn members all assistance necessary for their well-being, the following procedures will be followed for police shooting incidents. **CFA 4.08**
- III. **SCOPE:** This procedure applies to all sworn members of the Department.
- IV. **DEFINITIONS:**
  - A. **Police Shooting Incident:** Any North Miami Police Department sworn officer who causes a discharge of a firearm regardless of whether acting in an official capacity, whether on-duty or off-duty, accidental or intentional. Non-injury exceptions include range practice and qualification, legal hunting, recreation, approved testing, or training.
  - B. **Contact Shooting:** Any discharge from a firearm where the projectile causes death or injury; however slight, to any person(s).
  - C. **Non-Contact Shooting:** Any firearm discharged in which the expelled projectile does not strike a person.
  - D. **Investigative Shooting Team:** Group of individuals from the Investigative Section who gather facts, impound property, collect evidence, interview subjects and witnesses, and document scenes of a Police Shooting Incident. Members of the Team typically include a supervisor, investigators, and crime scene technicians.

SOP 300.19

V. FIRST RESPONDING SUPERVISOR'S RESPONSIBILITIES:

- A. Make the scene safe
- B. Request medical assistance (Miami-Dade Fire Rescue) if needed. **CFA 4.09**
- C. Coordinate the initial investigation by ensuring that a crime scene has been secured, BOLOs issued, perimeters maintained, and designated personnel begin appropriate notification procedure.
- D. Notify the on-duty Shift Commander and the on-call Investigative Section Supervisor.
- E. Identify and locate all witnesses and police officers at the scene. Keep all witnesses, including involved officer(s) and witness officer(s) separated. Prevent any officers or others from interviewing the involved officer(s) prior to the arrival of the Shooting Team.
- F. Contact and brief the on-duty or on-call Investigative Section Supervisor to coordinate a timely Shooting Team response.
- G. Establish a command post
- H. Get support for involved officer(s) immediately on the scene as needed (attorney, police chaplain, etc.)
- I. Have the Communications Unit personnel notify the involved officer's chain of command.
- J. Assign a sworn member of the Department to the involved officer(s) as a support officer. The support officer is to act as a liaison between the involved officer(s), North Miami Police officer's union and the officer's family. The supervisor should remove officer(s) to a comfortable environment away from the scene as soon as practical. The support officer shall not discuss the case with the involved officer(s).

- K. Ensure that an offense report is completed by an officer who is not directly involved in the shooting incident. The officer should not have had to take any actions towards the subject or one that is considered a witness to the shooting. The report should detail the known facts that initiated the incident. All other officers on the scene, but not involved in the shooting, will complete a supplemental report under the same case number. Any discrepancies should be discussed with the Shooting Team supervisor who will make final determination based on known facts. All reports will be forwarded to the Shooting Team supervisor for coordination and accountability. **CFA 4.08**

VI. NOTIFICATION PROTOCOL:

- A. Any time a weapon is discharged by an officer, accidental or intentional, and is a non-contact discharge, whether on or off-duty, excluding firing practice at a range, legal hunting, recreational use, etc., the involved officer will immediately notify his/her commanding officer or the on-duty Shift Commander who will then initiate the notification of the Investigative Shooting Team as well as the Office of Professional Compliance.
- B. The first responding supervisor will contact the on-duty Shift Commander to advise of the circumstances and need for a shooting team. At the direction of the Shift Commander, the on-duty/on-call Investigative Section supervisor will be notified.
- C. An Investigative Section supervisor will respond to all Police shooting incidents. S/he will assign personnel to the Shooting Team. The Investigative Shooting Team is responsible for the investigation of the incident and the timely submission of a written report. The Shooting Team is comprised of a supervisor, homicide detectives, and crime scene technicians. The Investigation Section Supervisor is responsible for notification of the Investigative Section Commander and Major. The Commander will respond to all contact shooting incidents. The State

Attorney and Medical Examiner will be contacted, if needed. **CFA 4.08**

- D. The Uniform Patrol Section will be responsible for crowd control and securing the crime scene perimeter.
- E. When applicable, all on-duty crime scene technicians and detectives will immediately respond to the scene to assist in proper crime scene preservation and to maintain control of all witnesses and subjects.
- F. In Police Shooting Incidents, the Chief of Police or his/her designee, will assign the Office of Professional Compliance to monitor the case, separate from the criminal investigation.
- G. At the request of a supervisor, a Public Information Officer (P.I.O.) may be contacted to provide information to on-scene media. Any press release shall conform to the Media Relations policy and be approved by the Investigative Section Supervisor.

#### VII. JURISDICTION

- A. In incidents where an officer is involved in a shooting on or off-duty, outside the jurisdiction of the City of North Miami, the Chief of Police may request the Office of Professional Compliance respond and monitor or investigate the incident.

#### VIII. PERSONNEL CONCERNS

- A. Officers should be aware of potential legal problems which may add to the psychological pressures ordinarily associated with a shooting incident. If death resulted from the shooting, there may routinely be an inquest or a review by the Grand Jury to ascertain if the shooting was justified. At some time, an officer(s) involved in a shooting incident may be named as a defendant in a civil suit.
- B. None of these actions should be viewed as extraordinary or unusual. Interviews with the lead investigators and reports that are required by the



department, medical examiners reports, inquests, and civil suits are common and should be expected.

- C. Whenever possible, the officer should be taken to a quiet area away from the scene of the incident. A support officer should remain with the officer, but should be advised not to discuss details of the incident.
- D. At the request of the involved officer(s), the department will assist in contacting legal counsel as soon as practical.
- E. A supervisor may require that officers on the scene at the time of the incident have their weapons examined. This will be conducted in a discrete manner. When an officer's weapon is held for an extended period of time, the supervisor will advise the officer(s) that it will be returned or replaced at a later time, as appropriate.
- F. At all times, when at the scene of the incident, the supervisor should acknowledge the stress caused by the incident.
- G. All officers directly involved in the shooting incident shall be required to meet with psychological services, as designated by the department, for counseling and evaluation. The initial psychological services will be offered within seven (7) days of the shooting incident, when possible.
- H. All involved officers will be granted five (5) days administrative leave available to them after a contact shooting incident. The department mandates that the officer take three (3) days leave immediately following a contact shooting incident.

#### IX. ADMINISTRATIVE DISPOSITION

- A. The administrative disposition of a non-contact police-shooting incident will be based on a written recommendation to the Chief of Police, by the Office of Professional Compliance, or designee. The recommendation will include a summary of the facts and

statements, as well as a copy of the crime scene sketch. The recommendation will apply applicable rules, policies, and standard operating procedures to determine if the non-contact police-shooting incident was justified. The recommendation may also identify any future training needs or policy/procedure changes, when appropriate.

- B. The administrative investigation of a contact police-shooting incident, or in-custody death, will be forwarded to a disposition panel. The disposition panel is outlined in the Internal Affairs policy. The findings of the panel will be forwarded, in writing, to the Chief of Police for final review. The recommendation may also identify any future training needs to policy/procedure changes, when appropriate.