

VILLAGE OF EAST TROY POLICE DEPARTMENT GENERAL ORDER

GENERAL ORDER 1

DATE: 8-29-2023

SUBJECT: USE OF FORCE

RECOMMENDED REVIEW DATE: AUGUST 2025

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PURPOSE: The purpose of this order is to provide officers clear direction in use of force situations. Officers have the privilege to use force when it becomes necessary in the performance of their official duties. They shall only use the amount of force that is reasonably necessary to accomplish their objectives. The Supreme Court stated that reasonableness should be judged under the totality of the circumstances from the perspective of a reasonable officer at the scene with similar training and experience. The Court also noted that officers must frequently make split-second decisions. The below factors are to be considered when determining the objective reasonableness of a use of force incident.

- A. The Severity of the alleged crime at issue.
- B. Whether the suspect poses an imminent threat to the safety of officers and/or others.
- C. Whether the suspect is actively resisting or attempting to evade arrest by flight.

Also, this order will establish policy to govern the use, minimum proficiency, authorized specifications, qualification standards and administrative review of all firearms, ammunition, and weapons used by this department.

POLICY: It is the policy of the Village of East Troy Police Department to require all sworn officers to follow the State of Wisconsin's Law Enforcement Training and Standards system of Defensive and Arrest Tactics when making all use of force decisions. All sworn personnel will receive a copy of this order and demonstrate their understanding of this order before being authorized to carry any firearm.

This policy conforms with the June 16th, 2020, Presidential Executive Order on Safe Policing for Safe Communities which requires the following:

- A. The State or local law enforcement agency's use of force policies adhere to all applicable Federal, State, and local laws.
- B. The State or local law enforcement agency's use-of-force policies prohibit the use of chokeholds (airway obstruction) except in those situations where deadly force is allowed by law.

DEFINITIONS:

- A. De-escalate – To decrease the intensity or move to a lower level of force or control.
- B. De-escalation – An officer’s use of time, distance and relative positioning in combination with Professional Communication Skills to attempt to stabilize a situation and reduce the immediacy of threat posed by an individual.
- C. Defensive and Arrest Tactics (DAAT) – A system of verbalization coupled with physical alternatives for Wisconsin law enforcement.
- D. Duty to Intervene – A law enforcement officer, regardless of rank, is required by law to intervene to prevent or stop another law enforcement officer from using force that is not reasonable. A law enforcement officer that fails to intervene is in violation of WI §175.44(4).
- E. Electronic Control Device (ECD) – A law enforcement tool with the purpose to overcome active resistance or its threat. Currently, the chosen ECD tool at the Village of East Troy Police Department is the Taser.
- F. Great Bodily Harm – “Bodily injury which creates a substantial risk of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily injury.” WI §939.22(14).
- G. Less Lethal Tools – For the purpose of this order, less lethal tools are oleoresin capsicum spray (OC), ECD, and baton.
- H. Probable Cause – Is defined as facts or circumstances that would warrant a prudent person in believing that an offense had been committed.
- I. Reasonable Belief – Is defined as the facts or circumstances the officer knows, or should know, which are such as to cause an ordinary and prudent officer to act or think in a similar way under similar circumstances.
- J. Sanctity of Human Life – In serving the community, law enforcement officers shall make every effort to preserve and protect human life and safety of all persons. Law enforcement officers shall also respect and uphold the dignity of all persons at all times in a nondiscriminatory manner.

PROCEDURES:

- A. The decision to use force and the amount of force to be used should be based on the totality of circumstances of the incident.
 1. An officer may use force:
 - a. To achieve and maintain control of resistive subjects.
 - b. To detain persons reasonably suspected of criminal behavior.
 - c. To make lawful arrests.
 - d. To defend themselves or others.
 - e. To prevent escape.
 - f. To bring an unlawful situation safely under control.
 2. Five Key Principles for Use of Force – these principles offer guidance on general use of force concepts and the termination of force.
 - a. The purpose for use of force is to gain control in pursuit of a legitimate law enforcement objective. If verbalization is effective in gaining control, it is always preferable to physical force.
 - b. You may initially use the level and degree of force that is reasonably necessary to achieve control. You need not escalate step-by-step through the Intervention Options.
 - c. At any time, if the level of force you are using is not effective to gain control, you may disengage and/or escalate to a higher level of force. This involves transitioning to a different level of force or different tactics based on the totality of circumstances.
 - d. Once you have gained control of a subject, you must de-escalate the level of force to that needed to maintain control.
 - e. You must always maintain a position of advantage.
 3. De-escalation
 - a. If practical and safe officers will look for opportunities to apply the concept of de-escalation to citizen contacts.
 - b. De-escalation may not be a viable option in every situation as there are many factors that influence its applicability.
 - c. An officer must have the position of advantage to apply the concept of de-escalation.
 - d. Although the profession of law enforcement officer has a great deal of inherent risks, officers are not required to take unnecessary risks to apply this concept as their risks need to be strategic, deliberate, and consistent with other DAAT principles.

4. Duty to Intervene

a. Officers are required to intervene if the officer witnesses another law enforcement officer use excessive force, or force deemed unreasonable based in the totality of the circumstances.

i. The intervening officer(s) shall report the intervention to his/her immediate supervisor as soon as is practicable after the occurrence of the use of such force.

ii. Wis. Stat. §175.44(4) offers Whistleblower Protection for law enforcement officers reporting non-compliant use of force.

5. DAAT Intervention Options

a. In determining the amount of force to be used, officers may use one level of force higher than that being used or threatened against them. The amount of force an officer may use should be based on the following Intervention Options:

i. PRESENCE – The first mode. Presence reflects the fact that sometimes all that is needed to control a situation is the presence of an officer. The purpose of this mode is to present a visible display of authority.

ii. DIALOGUE – The second mode. Dialogue covers the range of tactical communication from very low-level questioning to very direct commands. The purpose of dialogue is to verbally persuade subjects to comply with an officer’s lawful directives.

iii. CONTROL ALTERNATIVES – The third mode. It includes a wide range of tactics and tools for controlling subjects. The purpose of Control Alternatives is to overcome passive resistance, active resistance, or its threat. The tactics/tools within Control Alternatives are:

Tactic/Tool	Goal
Escort Holds	To safely initiate physical contact
Compliance Holds	To overcome passive resistance
OC/ECD	To overcome active resistance or its threat
Passive Countermeasures	To decentralize

- iv. PROTECTIVE ALTERNATIVES – The fourth mode. It includes tactics and tools to protect an officer while also managing continuing resistance. The purpose of a Protective Alternative is to overcome continued resistance, assaultive behavior, or its threat. The tactics/tools within the Protective Alternatives are:

Tactic/Tool	Goal
Active Countermeasures	To create dysfunction
Incapacitating Techniques	To cause the immediate, temporary cessation of violent behavior
Intermediate Weapons	To impede

- v. DEADLY FORCE- The fifth mode. Deadly Force represents the highest level of force available to law enforcement officers with the purpose to stop the threat. Deadly Force is the intentional use of a firearm or other instrument that creates a high probability of death or great bodily harm. The subject behavior that justifies an officer's use of deadly force is any behavior which has caused or imminently threatens to cause death or great bodily harm to you or another person or persons.
- a) A law enforcement officer may use deadly force only as a last resort when the law enforcement officer reasonably believes that all other options have been exhausted or would be ineffective.
- b) An officer may use deadly force when the officer reasonably believes it is in defense of human life, including the officer's own life, or in defense of another person in imminent danger of death or great bodily harm. In *Graham v. Connor*, the U.S. Supreme Court said: *"a 4th Amendment reasonableness standard was proper in all claims of excessive force by a police officer in the course of an arrest, investigatory stop, or other seizure. The test is whether the force used was reasonable under the totality of the circumstances from the perspective of a reasonable officer at the scene. No weight is to be given to the underlying subjective intent of motivation of the officer(s) but an allowance is to be made for the fact that many situations require a split second decision. This test requires the careful balancing of the nature and quality of the intrusion with the governmental and public interests at stake. Once should consider, for example, the severity of the crime at issue, whether the subject poses an immediate threat to the officers of public, and whether the subject is actively resisting arrest or trying to escape."*

- c) Before using deadly force, officers should, if reasonably possible, identify themselves, order the suspect to stop the unlawful activity, and threaten to use deadly force if the lawful order is not obeyed.
- d) When considering shooting at or from a vehicle, officers must have Deadly Force Justification and must consider their target and beyond.
- e) Officers are authorized to use deadly force against a "Fleeing Felon" only when the officer reasonably believes that the action is within the circumstances of this policy. In *Tennessee v. Garner*, the U.S. Supreme Court sanctioned the use of deadly force when necessary for self-defense, defense of others, or to prevent the escape of a person who committed a crime involving the infliction or threatened infliction of serious bodily injury or death. The Court said: "where the officer has probable cause to believe that the suspect poses a threat of serious physical harm, either to the officer or to others, it is not unconstitutionally reasonable to prevent escape by using deadly force. Thus, if the suspect threatens the officer with a weapon or there is probable cause to believe that he has committed a crime involving the infliction or threatened infliction of serious physical harm, deadly force may be used if necessary to prevent escape, and if where feasible, some warning has been given..." A "Fleeing Felon" should not be presumed to pose an immediate threat to life in the absence of actions that would lead one to believe otherwise, such as a previously demonstrated threat to or wanton disregard for human life.
- f) Warning Shots are Prohibited. Officers are prohibited from discharging a firearm in a manner not intended as deadly force, but instead to warn or scare a subject.

B. Use of Less-Than-Lethal Force

1. Authorized Less-Than-Lethal Force: Officers are authorized to use department approved less-than-lethal force techniques and issued equipment for intervention of the following circumstances:
 - a. To protect themselves or another from physical harm.
 - b. To restrain with handcuffs or subdue a resistant individual; and
 - c. To bring an unlawful situation safely and effectively under control.
2. Encountered Resistance: When force is used by an officer, it must be in direct relationship to the amount of resistance given by the individual. Resistance is an action by an individual, toward an officer, and can be characterized into three broad areas:
 - a. Passive Resistance – Verbal, refusal to obey lawful order or commands, verbal threats, or assaults.
 - b. Aggressive Resistance – Physical, Physical actions that are meant to counter an officer's attempt to control, or attempt at escape, etc.; but are actions that are unlikely to injure an officer or others.
 - c. Physical Attack Resistance – Physical actions, with or without a weapon, capable of causing severe physical injury, incapacitation, or death of an officer or others.
3. Confrontation - Approach Considerations: Confrontation is dynamic and reactive, not static. It is usually not just a word, a shove, a grab, or a punch. It is often a combination of the above, in a random, rapidly moving chain of events. To describe resistance of control as a "level," is to be specific and offers an inaccurate picture. Resistance and control are better described as "constantly changing variables" that are identifiable by an officer trained in threat assessment.
 - a. Decision Making – An officer should first, survey the situation before contacting a subject or entering the situation. Officers should attempt to determine:
 - i. Does legal justification exist to make contact; and
 - ii. Is it possible to control the situation at this moment.
 - b. Tactical Consideration – An officer should try to assess the threat potential and determine if safe and efficient tactics can be used. The officer's assessment may include the following:
 - i. Is the officer aware of previous contacts or know the individuals.
 - ii. Is the officer familiar with physical surroundings.
 - iii. Is the incident a reported crime of disturbance.
 - iv. Is the officer's approach desirable, or should other options be considered.
 - v. Is the officer alone.
 - vi. Does the officer have a plan of action.
 - vii. Does the officer have proper equipment.
 - viii. Is the officer near cover or close to cover.
 - ix. Does the officer have a position of advantage.
 - x. How close is the officer to the subject and how are partner officers positioned in comparison to the subject.

Notation: The department recognizes that in certain rare and exigent situations, an officer may be attacked so suddenly or viciously, that the use of an approved departmental weapon or technique is compromised. In these situations, the officer may utilize nontraditional equipment or weaponless control techniques. These include any object, instrument, or technique the officer may need to insure his/her survival.

C. Follow-Thru Procedures after Control has been Established:

1. Once an officer has gained control of a resistive subject, through any of the specific modes in the Intervention Options, the officer must initiate certain follow-thru procedures, such as:
 - a. Stabilizing subject – applications of restraints, if appropriate:
 - i. Stabilize the subject, so that they remain under control.
 - ii. Use handcuffs at any point along the force continuum, for temporary mechanical control.
 - b. Monitoring – debriefing procedures: Once the subject is stabilized, and an initial search is completed, the officer must monitor the subject for injuries and an initial assessment, such as:
 - i. Determining level of consciousness.
 - ii. Checking airway, breathing, and circulation.
 - iii. Check body for severe bleeding.
 - iv. Provide treatment to the officer's level of training, notify Emergency Medical Services.
 - v. Continue to monitor subject by staying close and watching closely.
 - c. Searching, if appropriate: Once the subject is stabilized, the officer must search him or her for weapons, contraband, or evidence. The search should include a search of the person and the scene, and may involve the following:
 - i. An initial search while the person is decentralized-that is, laying on the ground.
 - ii. A more thorough search on the subject after having been assisted to a standing upright position.
 - d. Escorting, if necessary: An officer must escort the subject to a designated area, such as a patrol vehicle and transport to an appropriate location, if necessary.
 - e. Transporting, if necessary: An officer must transport the subject to an appropriate destination, via patrol vehicle, ambulance, etc. if necessary.

D. Medical Aid After Use of Force

1. The use of lethal or less-than-lethal weapons may result in injury to the individual involved. Once the subject is stabilized, and an initial search completed, the officer must monitor the subject for injuries and an initial medical assessment including, but not limited to:
 - a. Determining the level of consciousness.
 - b. Checking airway, breathing, and circulation.
 - c. Check body for severe bleeding.
 - d. If necessary, provide treatment to the officer's level of training, and notify Emergency Medical Services, and
 - e. Continue to monitor subject by staying close and watching closely.
2. Oleoresin Capsicum (OC) chemical agent spray treatment guidelines are as follows:
 - a. Individuals sprayed with OC should be monitored and verbally reassured that they are safe and that their breathing will return to normal.
 - b. Individuals who are sprayed should, as soon as reasonably possible, be removed to fresh air and faced into the wind. They may be allowed to use cool water, preferably from a running tap or hose to rinse the OC from their face, while encouraging them to open their eyes and flush with water. Make every effort not to allow them to rub their face. If persons sprayed are wearing contact lenses, they should be permitted to remove them. Using soap and water will remove resin from the skin which will assist in the recovery process. Officers are not to use commercial products.
 - c. Individuals who are sprayed and complain of continued pain or problems after the affected areas have been flushed with water will be afforded medical treatment.
 - d. Officers should ensure that the individual sprayed with OC has recovered and to the extent possible, is dry before any transport is attempted. The Walworth County jail personnel will be informed that an individual sprayed with OC is enroute prior to the actual transport being initiated. Once the transport is complete, officers will wipe down the backseat area of the transporting vehicle with soap and water. This should be accomplished in a well-ventilated area and the officer should wear protective rubber gloves.

3. Electronic Control Device (Taser) Treatment – guidelines for an electronic control device (ECD) deployment are as follows:
 - a. Officers who use an ECD against a person will ensure the person is monitored for injury or need for medical treatment as soon as practical after the person is under control.
 - b. If an adverse reaction to the ECD occurs, if it appears that the person needs medical treatment or if medical assistance is requested by the person, the officer will summons a rescue unit to the scene. The Emergency Medical Personnel will be allowed to assess the person and transport as appropriate.
 - c. If the probes are imbedded in sensitive tissue areas, i.e. neck, face, groin or the breast of a female, officers will arrange transport to a medical facility for removal. If the probes are imbedded in other non-sensitive tissue areas, the officer may remove them according to training procedures.
 - d. After the probes have been removed, they will be handled as a biohazard and packaged accordingly. The package will be disposed of in an appropriate biohazard container.
 - e. If the person is being incarcerated, the officer will notify jail staff that an ECD was deployed on the person.
 - f. Any person who has been exposed to a CEW three or more times in an excess of fifteen seconds during an incident will be transported to a medical facility for evaluation.

E. Use of Force Reporting

1. The normal procedure for reporting the use of force is the completion of an officer's report or incident report. Additionally, required narratives, must be included in the offense/incident report concerning the incident, or on a separate narrative report as circumstances dictate. Incidents, where firearms or ECD are used will include type, caliber, and serial number of the weapon or ECD used.
2. The following situations will require an officer to document and complete an incident report:
 - a. An action resulting in the discharge of a firearm, except for training or recreational use.
 - b. Any action that results in or is alleged to have resulted in injury or death of another person.
 - c. Any force using lethal or less-than-lethal weapons.
 - d. Any physical force using hands, or handcuffs, or by any other means authorized by this policy. Including but not limited to, physically escorting, use of any pain control measures, pressure point and other control measures.
 - e. Any display or pointing of a firearm at an individual.
 - f. Any action that results in physical custody, detention or arrest.

3. Whenever an officer has knowledge of the discharge of a firearm by another officer of this department, or an officer of another police agency, where an incident specific officer-to-officer relationship exists, the officer shall file a written report detailing his/her observations with the Chief of Police.
4. If any officer is physically unable to complete the required report, it may be given verbally to a designated officer who shall reduce it to writing and file it as stated above.
5. If more than one officer is involved in a use of force incident, all officers present or involved will submit written statements to be filed with the report and be provided to the Chief of Police.

F. Report Review

1. All reports required by this policy are to be submitted to the Chief of Police by a ranking officer. The ranking officer will endorse the report with his/her review. If appropriate, the ranking officer should include additional facts, circumstances, conclusions, and recommendations.
2. All preliminary investigations concerning the use of force will be conducted by the Chief of Police or a designee. The report shall include the relevant facts and circumstances surrounding the incident and a conclusion as to whether the use of force is in one in compliance with law and two with policy.

G. Authorized Weapons and Ammunition

1. Department Issued – The following weapons and ammunition are authorized and issued for the sole use, for on or off-duty, in or out of uniform, in any official capacity, unless otherwise approved by the Chief of Police.
 - a. Officer Handgun - Department Issued Glock 9mm caliber model 17.
 - b. Patrol Vehicle Rifle – Department Issued.
 - c. Handgun Magazine – Each handgun issued with two (2) additional high-capacity magazines. Officers are authorized to carry additional magazines at their discretion.
 - d. Ammunition – Only department issued ammunition is to be carried in their duty weapon.
2. Department Issued Non-Lethal, Intermediate Level Weapons – The following intermediate weapons are authorized for use in an official capacity.
 - a. An expandable baton constructed of an expandable telescoping steel shaft, normally with overall length of 26” for uniformed officers and 21” for non-uniformed officers.
 - b. Oleoresin Capsicum (OC) authorized and issued by the Village of East Troy Police Department.
 - c. Taser X26 or X26P

3. Inspections
 - a. All weapons will be inspected by the Range Instructor annually, and or prior to initial issue or re-issue.
 - b. Should the instructor determine additional inspection is needed this will be completed by a qualified armorer or civilian gunsmith who is familiar with the police use of firearms.
 - c. If at any time a firearm is determined unsafe or in need of repair, the firearm will not be used until repairs have been completed.
 - d. Officers will notify their immediate supervisor of any circumstances concerning the condition of any firearm they have access to use.
 4. Records – A designated ranking officer will maintain a record of all approved department owned and issued firearms and authorized personnel weapons for part-time officers; to document the types, description, model, serial number, officer assigned and date of issue and maintenance history.
- H. Weapons Authorized and Required Proficiency
1. Firearm – Recruit Qualifications: An officer will not be authorized to carry or use a weapon or firearm until the proficiency requirement of this policy and the basic police recruit training requirements established by the Wisconsin Law Enforcement Standards Board have been satisfied.
 2. Firearm – Officer Handgun: Prior to authorization to carry a handgun in an issued or approved holster, all sworn officers will demonstrate at least two times annually proficiency in the use of such handgun, which may be used in performance of assigned duties. At a minimum, officers will achieve a qualifying score on a prescribed course as established by a certified firearms instructor.
 3. Firearm – Patrol Vehicle Rifle: Prior to authorization to use a rifle, all officers will demonstrate, at least annually, proficiency in the use of such rifle, which may be used in performance of assigned duties. At a minimum, officers will achieve a qualifying score on a prescribed course as established by a certified firearms instructor.
 4. Officer Intermediate Weapons – Batons: Prior to authorization to carry any baton, all officers will demonstrate proficiency in the use of such baton, which may be used in performance of assigned duties. Academy DAAT training may be used to demonstrate proficiency.
 5. Officer Intermediate Weapons – Oleoresin Capsicum (OC): Prior to authorization to carry OC chemical spray, all officers will demonstrate proficiency in the use of such OC, which may be used in performance of assigned duties. Academy DAAT training may be used to demonstrate proficiency.
 6. Officer Intermediate Weapons – ECD Taser: Prior to authorization to carry ECD Taser, all officers will demonstrate proficiency in the use of such Taser, which may be used in performance or assigned duties. All officers will be trained and certified by a certified Taser instructor.

7. Non-Traditional Equipment: This department recognizes that from time to time an officer may find it necessary to use a utility tool or knife in incidental performance of their duty, i.e., unscrew a door lock, remove a license plate from a vehicle, a plier's function, cut a seatbelt to remove a victim from a car accident, cut a rope in a suicide attempt etc. Although not specifically designated as either a primary or secondary weapons, upon the approval of the Chief of Police, officers may carry a folding multi-purpose tool (Leatherman style) or a folding knife with a locking blade (SWAT style) that is designed for a law enforcement or military application.
 8. Off Duty Firearms Restrictions: Officers are authorized to carry a department issued or approved firearm subject to the following restrictions:
 - a. Consumption of alcoholic beverages are strictly prohibited.
 - b. Must carry a department badge, identification card.
 - c. Must carry the firearm in an authorized holster.
 - d. Must have trained and qualified with a non-uniformed (off-duty) holster.
 - e. Probationary officers during the initial field training period will not carry a firearm off-duty, once an officer has completed field training, they may be armed upon authorization by the Chief of Police.
 9. Retired Officers will not be qualified by the Village of East Troy Range Instructors. The Village of East Troy assumes no liability for retired officers carrying a weapon. Retired officers may seek assistance from other sources to qualify as outlined by the Wisconsin Department of Training and Standards for Retired Officer Qualifications.
- I. Annual Firearms Training
1. Use of Force Policy Review – At least annually, each officer will receive training in the laws and department policy concerning use of force. This training will be conducted by a certified firearms instructor or ranking officer.
 2. Weapons Safety Review – At least annually, each officer will receive training in policy concerning firearm and safety rules. This training will be conducted by a certified firearms instructor.

3. Firearms Qualification – Sworn officers are required to attend at least two in service training sessions, of which firearms qualification is included. Continued authorization to carry a weapon will be conditional upon an inspection of the weapon and upon successful proficiency qualifications as set forth in this policy.
 - a. All officers will comply with the following handgun qualifications:
 - i. One session of firearm qualification which is completed with practice ammunition.
 - ii. One session of firearm qualification may be completed with factory service ammunition.
 - iii. Normal on-duty equipment must be used when training and firing for qualification. Officers assigned to uniformed patrol will use their duty uniform belt, holster, weapon, and accessories. Officers who are uniformed administrative or non-uniformed will use the weapon and equipment in the manner normally worn and carried on-duty.
 - iv. Non-uniformed and / or off duty holsters must be approved by a ranking officer. Approval of a secondary designated holster is based upon the officer's ability to qualify twice annually. Examples of off-duty or non-uniformed holster is a waistband holster, a pancake holster, or a fanny pack holster.
 - v. Exemptions which are temporary in nature, may be granted for valid medical reasons, if approved by the Chief of Police, or his designee.
 - b. All officers will attend the required rifle qualification. Training will involve the use of factory ammunition.
4. Instructor Certification – All training and qualification proficiency will be under the direction of a firearms instructor certified by the Wisconsin Law Enforcement Standards Board.
5. Documentation – The firearms instructor and training center will maintain records of training and qualifications proficiency for each course fired and of the officer's performance scores. The Chief of Police or his designee will maintain all firearms training and qualifications proficiency, including proficiency scores and course outline or lesson plans. All training records will be entered into a database for additional tracking and documentation.
 - a. Remedial Training – If any officer fails to qualify, the officer will re-fire the course one time during the training session. A second failure to qualify will result in that officer being required to repeat the entire training on a future date.
 - b. At the end of the annual training program, each officer's qualification record will be reviewed by the Chief of Police and the department's firearms instructor. Any officer, who had had difficulty on the first round of firing, may receive additional training. While every effort will be made to assist an officer who has difficulty, ultimate failure to establish proficiency in the handling of a firearm may affect continued employment.

6. Part-Time Reserve Officer Qualifications – It is the intent of this policy to recognize the annual weapons training that a part time reserve officer receives from his/her full-time law enforcement employer, as satisfying the requirements of this policy. The Chief of Police will verify and document annually, each part time reserve officer’s full time weapon training, including proficiency scores and course outline or lesson plan. If the training received fall short of the requirements of this policy, the Chief of Police or his designee will schedule training as necessary to meet this department’s requirements. Any part-time reserve officer not employed by another law enforcement agency will receive the same training as a full time-time officer of this department.

J. Receipt and Distribution

1. This policy shall be distributed to each officer through the written directives system, and all officers will acknowledge its receipt.
2. Prior to a newly hired officer carrying and using an authorized weapon, a ranking officer will review this policy with the officer.
3. Upon a revision to this policy, consistent with the implementation by special briefing, a ranking officer will review this policy as soon as practical with each officer under their supervision.

K. Use of Force Analysis

1. On an annual basis, the Chief of Police, or designee will conduct and document an analysis of reports generated pursuant to “Use of Force Report” section of this policy. The purpose of such review is to reveal patterns or trends that could indicate training needs and or modifications to this policy.

L. Safety Rules for Department Issued or Authorized Firearms

1. General Safety Rules – General safety rules apply to the handling of all firearms, either department issued or personally owned that are approved, as described in this policy.
 - a. Before permitting any firearm to be handled, officers will render the firearm as safe in the following methods.
 - i. Revolvers: The cylinder open and released by swinging out of the frame.
 - ii. Shotguns: The slide back, with an empty chamber and safety on.
 - iii. Semi-automatic pistols: The slide back, magazines out, and safety on.
 - iv. Rifles: The bolt back, with an empty chamber and safety on.
 - b. A firearm should never be pointed in a direction where an unintentional discharge could result in an injury to persons or property.
 - c. An officer should never place a finger on the trigger or inside the trigger guard unless the officer is prepared to fire the weapon.
 - d. All handguns must be carried in a holster, regardless if on or off duty, in or out of uniform. Handguns may not be removed from holsters except for:
 - i. Inspection
 - ii. Cleaning
 - iii. Storage
 - iv. Training

2. Safety Rules within the Department – The following safety rules apply to the handling of all firearms, either department issued or personally owned that are approved, as described in this policy, while in the department’s facilities:
 - a. All general safety rules apply within the department facility.
 - b. Firearms may not be left in the open and unsecured for any reason
3. Safety Rules at the Officer’s Residence – The following safety rules apply to the handling of all firearms, either department issued or personally owned that are approved, as described in this policy, while in the officer’s residence.
 - a. All firearms kept within an officer’s residence should be secured in a safe place with the ammunition removed and stored separately or a trigger lock installed.
 - b. If an officer decides that a locked firearm must be kept in their residence, the following will be required:
 - i. The firearm must be kept in a place that is reasonably inaccessible to other persons, especially children.
 - ii. The firearm must be kept out of reach of a sleeping person.
 - c. Possession of firearm is a major responsibility for both on or off duty. It is the employee’s responsibility and legal obligation to always maintain control of his/her firearm.
4. Training Center Range Safety Rules – The following safety rules apply to the handling of all firearms, either department issued or personally owned that are approved, as described in this policy, while in a department firearms training program at the firing range:
 - a. All officers are required to be familiar with and adhere to the rules and regulations governing proper procedures at the range.
 - b. All general safety rules previously stated are applicable.
 - c. All shotguns and rifles must unloaded and encased when removed from the patrol vehicle and carried into the range facility.
 - d. Any order given by the range supervisor must be obeyed.

5. Patrol Vehicle Rifle Safety Rules – The following rules apply to the handling of all department issued rifles.
- a. Rifle mounting racks are supplied in each marked patrol vehicle. All rifles must be carried in the designated rifle mounting rack in the “squad ready” mode, i.e. the safety on, the chamber empty, and 18 rounds of ammunition in the magazine.
 - b. When a patrol vehicle is taken out of service for maintenance, the rifle must be removed. The rifle must be stored and secured, with safety on and action open, in the firearms storage locker. The key for the locker will be stored in the key cabinet and labeled accordingly.
 - c. As part of the pre-trip inspection, it is each officer’s responsibility to ensure the rifle is present and properly secured.
 - d. Rifles will be thoroughly cleaned after each training use. Thereafter, once every 60 days a firearms instructor will remove the rifle from the patrol vehicle, unload it, and conduct a complete wipe down with a firearm oil and maintenance product.

BY ORDER OF:



JEREMY SWENDROWSKI
CHIEF OF POLICE
VILLAGE OF EAST TROY POLICE DEPARTMENT