

 <b>ROCKFORD POLICE DEPARTMENT</b> <b>GENERAL ORDER</b> <b>- NUMBER 10.04 -</b>		DISTRIBUTION <b>SWORN PERSONNEL</b>	<b>PAGE 1 OF 4</b>
ORDER TITLE <b>USE OF FORCE          REVIEW BOARD</b>	SERIES NO. <b>10</b>	SERIES TITLE / SUBJECT <b>ORGANIZATION, MANAGEMENT, AND          ADMINISTRATION</b>	
TOPICS / REFERENCE <b>Deadly Force, Use Of Force, Use Of Force Review, Weapons</b>		APPENDICES <b>NONE</b>	
EFFECTIVE / ORIGINAL ISSUE DATE <b>February 15, 1995</b>	REISSUE/ EFFECTIVE DATE <b>May 18, 2010</b>	EXPIRATION DATE <b>This order remains in effect          until revised or rescinded</b>	
<b>CALEA (5<sup>th</sup> Edition Standards)</b> 1.3.2 • 1.3.7			

## POLICY

It is the policy of the Rockford Police Department to administratively review, through the use of a *Use Of Force Review Board*, all incidents involving an officer's use of deadly force and, at the discretion and direction of the Chief of Police, incidents involving an officer having force used against them.

## PURPOSE

The purpose of this Order is to establish Department policy, procedures and guidelines for the *Use of Force Review Board* in conducting an impartial review of incidents described in the policy statement. The purpose of the *Use of Force Review Board* is to review such incidents and determine whether policy, training, weapon or equipment issues should be addressed.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

- I. **DEFINITIONS**
- II. **AUTHORITY AND RESPONSIBILITY OF THE USE OF FORCE REVIEW BOARD**
- III. **MEMBERSHIP OF THE USE OF FORCE REVIEW BOARD**
- IV. **PROCEDURES OF THE USE OF FORCE REVIEW BOARD**
- V. **EFFECTIVE DATE**
- VI. **REVIEWS, REVISIONS AND CANCELLATIONS**

## I. DEFINITIONS

- A. **Administrative Review:** A documented review of an incident or occurrence prepared by or for the Chief of Police or his/her designee. The review should indicate whether policy, training, equipment, or disciplinary issues should be addressed.

- B. Analysis:** A systematic, structured process for dissecting an event into its basic parts to identify any patterns or trends. Analysis should reveal patterns or trends that could be predictive or could indicate program effectiveness, training needs, equipment upgrade needs and/or policy modification needs.
- C. Critical Incident:** A dangerous event similar to an unusual occurrence that can be controlled within the scope of Rockford Police Department resources. A critical incident may occur as a sub-occurrence during an unusual occurrence.
- D. Deadly Force:** That force which can reasonably be expected to cause death or great bodily harm.
- E. Great Bodily Harm:** A bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or results in long-term loss or impairment of the functioning of any bodily member or organ (e.g., major broken bones such as femur, pelvis or skull; large gaping wounds, loss of limb).
- F. Unusual Occurrence:** Any natural or manmade event, civil disturbance, critical incident or other occurrence of unusual or severe nature that causes or threatens to cause the loss of life or injury to citizens and/or severe damage to property. These incidents require extraordinary measures to protect lives, meet human needs, and achieve recovery.

## II. AUTHORITY AND RESPONSIBILITY OF THE USE OF FORCE REVIEW BOARD

- A.** At the direction of the Chief of Police, the *Use of Force Review Board* shall review incidents where an officer discharges any firearm, on or off-duty, including accidental discharges, other than during firearms training, euthanizing injured animals, or during a legally recognized recreational activity.
- B.** The *Use of Force Review Board* shall also review any incident where an officer has used force, other than a firearm, which has caused death or great bodily harm to any person.
- C.** The *Use of Force Review Board* may, at the discretion and direction of the Chief of Police, also review any incident where an officer has had deadly force used against them.
- D.** The *Use of Force Review Board* may, at the discretion and direction of the Chief of Police, review any incident where an officer has been seriously injured.
- E.** The *Use of Force Review Board* may, at the discretion and direction of the Chief of Police, review any incident where an officer has been disarmed.
- F.** The *Use of Force Review Board* may, at the discretion and direction of the Chief of Police, review other reported unusual occurrences and/or critical incident.
- G.** All reviews by this Board shall be for administrative purposes only and shall be separate and distinct from any investigation, either criminal or internal, of the incident. The review shall be to provide the Chief of Police with a report of the incident as it relates to departmental policy, training, weapons and equipment. Unlike some other departmental administrative reviews, The *Use of Force Review Board* **shall not make any recommendations concerning discipline.** The Board shall forward a report to the Chief of Police of any recommendations in changes of policy, training needs and weapons or equipment upgrades.

- H.** The *Use of Force Review Board* will review the annual Rockford Police Department Use of Force Analysis compiled by the Training and Personnel Unit supervisor. Any recommendations of the Board based on their review of the analysis will be forwarded to the Chief of Police.

### **III. MEMBERSHIP OF THE USE OF FORCE REVIEW BOARD**

- A.** The *Use of Force Review Board* shall consist of the following personnel:
1. All Deputy Chiefs.
  2. One sergeant appointed on an annual basis by the Chief of Police.
  3. One officer of any rank may be selected by the officer involved in the incident being reviewed.
  4. One officer of the same rank, as the officer involved in the incident, selected by the Board Chairman.
  5. One observer appointed at the discretion of the President of the Policeman's Benevolent and Protective Association, Unit Six.
  6. No member of the Board will be an officer actively involved with the incident under review.
- B.** The Administrative Services Bureau Deputy Chief, or designee, will act as Board Chairman and be responsible for preparing all written reports to the Chief of Police.

### **IV. PROCEDURES OF THE USE OF FORCE REVIEW BOARD**

- A.** The operations of the *Use of Force Review Board* shall be as follows:
1. The *Use of Force Review Board* shall commence its review of an incident as soon as practical after the criminal investigation of the incident is complete and the results presented to a Grand Jury for review,
  2. During the review, the *Use of Force Review Board* will have the authority to interview any person they feel may have information relevant to the investigation. The *Use of Force Review Board* may use Department resources as needed to aid in their review, and;
  3. Upon completion of its review, the *Use of Force Review Board* will forward a report of their findings and any recommendations to the Chief of Police.
- B.** The report of the *Use of Force Review Board* shall determine whether policy, training, weapon or equipment issues or a combination should be addressed. The report shall be for the exclusive and sole use of the Chief of Police. The Chief of Police will determine how the report and recommendations are to be used and will decide if the report, or any portion of it, will be released to any person.

### **V. EFFECTIVE DATE**

- A.** The Department's policy on the *Use of Force Review Board* became effective on February 15, 2005

**VI. REVIEWS, REVISIONS AND CANCELLATIONS**

- A.** This General Order will be reviewed each **May** by the **Deputy Chief of the Administrative Services Bureau** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – Written Directives**.
- B.** This order is a revision of and supercedes General Order **10.04 – Firearms and Use of Force Review Board** issued February 15, 2005.
- C.** Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**.

BY ORDER OF

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Chet Epperson  
Chief of Police