1. UOF occurs, a supervisor is notified, responds to scene. Incident is flagged as UOF.

2. Supervisor initiates BlueTeam UOF report by end of shift.

3. UOF report completed and sent through Chain of Command within 35 Business days.

4. Each ascending level of command reviews and either approves or requests further info.

5. Any violations noted during the process will result in a separate admin case.

6. Once approved through Assistant Chief level, the incident is forwarded to IA.

7. If a criminal offense is found, IA will send a waiver request to TxOAG and SIU will submit case to TCDA.

8. SIU will also submit to FBI, ATF, or other agencies having jurisdiction (their review timelines vary).

9. If non-criminal, Admin case is reviewed and discipline given within 45-60 days.