

Current procedures include the following components to ensure that the reporting and review process is timely and consistent regarding police use of force:

1. General Orders establishes the threshold of reportable UOF.
2. Officer flags incident as a UOF. The UOF is verbalized over the police radio and a supervisor responds to the scene.
3. Supervisor reviews details in offense report and ensures that Blueteam UOF report is initiated by the end of their shift.
4. Every day, SQL report is generated for Deputy Chiefs and above that lists UOF occurring during previous 24 hours. Usually this is a short list since the average UOF incidents is about 340 per year.
5. Blueteam report is completed and forwarded through chain of command as soon as possible after relevant video, photos, and other information is obtained. The GO's establish a maximum time of 30 days for submission of an admin investigation report.
6. Blueteam is routed through ascending level in the chain of command for review and approval. Issues requiring corrective action result in a separate Blueteam case being initiated listing the specific policy violations and recommended corrective action.
7. Following review, all Blueteam cases are routed to Internal Affairs for transfer to the IAPro system. Administrative cases are assigned a separate IA number and are linked to the UOF admin report.

Prior to initiation of the Blueteam report, the primary means of ensuring accurate and timely reporting lies with the **officer, supervisor, and those receiving the SQL reports.**

After a Blueteam is initiated, Internal Affairs monitors the Blueteam progress daily. IA also conducts a weekly audit and sends reminder emails to the person currently assigned to the Blueteam. Second and subsequent reminders are routed to the affected Deputy Chief as well.

The involved chain of command is responsible for determining the appropriateness of a UOF incident and whether to initiate other investigations. If in the opinion of the chain of command, the UOF rises to the level of "Excessive Force," then the case will be forwarded to IA for investigation. IA will prepare a comprehensive report and submit it to the affected chain of command for review and recommendations on corrective action.

At the same time that a case is forwarded to IA, the Professional Standards Division Captain will review the case for possible criminal elements and assign it to SIU to prepare and submit a case for criminal review by the TCDA Office. Simultaneously, the PSD Captain will ensure that any other agencies having jurisdiction (i.e. FBI, ATF, TxOAG, etc.) are notified and provided information for their review. If criminal charges are initiated, then a separate admin case will be initiated by IA for the criminal violations.

At any point in the process, when a member of the chain of command or IA identifies a condition that necessitates an officer being placed on "Restricted" or "Detached" duty, that process will be facilitated by IA. Both Restricted and Detached duty result in the officer's duty weapon, badge, and Police ID being confiscated by IA. The difference between the two is related to where they are assigned. Restricted officers are reassigned within the department, and detached officers are restricted to their home residence during business hours.