

SPRINGFIELD POLICE DEPARTMENT

<input checked="" type="checkbox"/> DEPARTMENT DIRECTIVE <input type="checkbox"/> DIVISION DIRECTIVE		DIRECTIVE NUMBER 20-059	UOF-04
<input checked="" type="checkbox"/> GENERAL ORDER <input type="checkbox"/> NOTICE <input type="checkbox"/> SPECIAL ORDER <input type="checkbox"/> LEGAL NOTICE			ISSUE DATE
SUBJECT: USE OF FORCE TRAINING	DISTRIBUTION A,B	REVISION DATES 04/25/01, 11/06/08, 01/17/18,	EFFECTIVE DATE
		REFERENCES: Addendums 2, 3, and 5 of UOF-3	RESCINDS: UOF-04/18-177

I. PURPOSE

The purpose of this General Order is to:

- A. Establish policies and procedures to provide use of force training to all officers;
- B. Require officers to demonstrate proficiency in the use of agency authorized weapons and the use of force;
- C. Provide for remedial training for those officers who fail to demonstrate proficiency in these areas; and
- D. Review use of force training on an annual basis.

II. POLICY

It is the policy of the Springfield Police Department to:

- A. Provide all officers with training in the appropriate use of force.
- B. Have all officers demonstrate proficiency for each agency authorized weapon and have knowledge of the Department's use of force policies.
- C. Provide remedial training to any officer who is unable to demonstrate proficiency in the use of a weapon and/or demonstrate knowledge of the Department's use of force policies, and to not allow an officer to perform the duties of a police officer until the officer can demonstrate proficiency in the deficient area.
- D. Review use of force training and use of force incidents on an annual basis.

III. PROCEDURES

- A. At least annually, all officers authorized to carry weapons or use force will:
 - 1. Attend In-Service Training on the use of force, both lethal and less-lethal,
 - 2. Attend In-Service Training on De-escalation techniques, their application and use during Use of Force incidents:
 - a. This training will include both classroom and scenario training
 - b. All members will demonstrate the ability to utilize De-escalation techniques when appropriate before/during use of force incidents.
 - 3. Demonstrate proficiency in the use of all authorized weapons, to include achieving a minimum qualifying score on a prescribed course(s),
 - 4. Attain and demonstrate knowledge of Department policy on the use of force, including deadly force, and
 - 5. Demonstrate safe weapons handling procedures.

- B. Any officer who fails to demonstrate proficiency in use of a weapon or use of force knowledge, will be required to receive immediate remedial training until he or she can pass. If it becomes evident that the deficiency is so severe that immediate correction will not suffice:
 - 1. The officer shall not return to regular duty and will be placed on a restricted duty status,
 - 2. The officer's chain of command shall be notified immediately, and the officer will be assigned to the Training Section for additional training,
 - 3. If the officer is unable to meet the established training standards after two weeks, the Training Section will forward this information, along with their recommendation, up the chain of command to the Chief of Police.
 - 4. The officer will not be allowed to perform the duties of a police officer until the officer can demonstrate proficiency in the deficient area.
- C. All training and testing will be completed by certified instructors.
- D. All lesson plans and testing will be documented and stored at the Springfield Police Department Academy, or placed in archival storage.
- E. All officers authorized to carry lethal and less lethal weapons will be issued copies of all Use of Force directives, and will be instructed in them, before being authorized to carry a weapon. The issuance and instruction will be documented by the instructor conducting the training.

IV. RESPONSIBILITIES

- A. Training Academy Director:
 - 1. The Training Academy Supervisor will, on an annual basis, be responsible for use of force training review. This review will be conducted in consultation with the Commanding Officer of the Administrative Services Division. The review will consist of the following:
 - a. A review of the past year's use of force training program;
 - b. A review of the annual use of force analysis report as described in IV.B.,
 - 2. The Training Academy Supervisor will prepare recommendations for the next year's use of force training to the Chief of Police for his approval. These recommendations will include:
 - a. Course(s) of instruction,
 - b. Number of rounds to be fired, if applicable,
 - c. Minimum score to be considered proficient, and/or
 - d. Any other procedures that he believes are needed.
 - 3. This review will be included with the annual training plan that is submitted to the Chief of Police for his review by October 1 of each year as described in Addendum 1 to General Order TRN-01.
 - 4. The Training Academy Supervisor will, on an annual basis, be responsible for creating and updating a list of the Department approved ammunition for each Department approved firearm by February 28th of each year, including:
 - a. Duty firearm, whether Department or personally owned,
 - b. Secondary or off-duty firearm,
 - c. Shotgun, whether Department or personally owned, and/or
 - d. Rifle, whether Department or personally owned

- B. The Internal Affairs Unit will be responsible for an annual review of the use of force incidents within the Department above normal handcuffing. This review will consist of the following:
1. Conduct a documented analysis of all use of force incidents to determine if there are patterns or trends that could indicate:
 - a. Training needs,
 - b. Equipment upgrades, and/or
 - c. Policy modifications.
 2. This analysis will be completed by February 28 of the following year in which they occurred and presented to the Chief of Police for his review and possible implementation of any recommendations.

KENNETH D. WINSLOW, CHIEF OF POLICE

Reviewed for Legal Sufficiency: _____
Assistant Corporation Counsel