



CSU Bakersfield

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To: University Police

From: Chief Marty Williamson

Date: May 25, 2020

Subj: Procedure for Use of Force Review

Directive: 21-3

In the situation where UPD personnel are involved in the use of force, this directive will provide a method for the systematic analysis of the event. This method will provide a thorough, impartial examination of each use of force with the goal of assuring compliance with the law and CSU Bakersfield Policy and Procedures (DPPM). The Use of Force Review (UFR) form will be the primary structure in which each use of force will be examined.

For this Directive, "Use of Force" is defined as the application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

It will not include Deadly Use of Force, defined as; any use of force that creates a substantial risk of harm causing death or serious bodily injury, including but not limited to the discharge of a firearm which is covered under DPPM Section 300.4.

The process will proceed as follows:

Stage 1: The immediate supervisor of the officer involved in the use of force will complete the initial portions of the UFR form up to and including the Supervisor's Review section.

- If the person involved in the Use of Force is a sergeant, then the lieutenant will complete the supervisor section of the UFR and another lieutenant inside the CSU system will complete the lieutenant section of the UFR.
- In all reviews, a copy of the police report and all other associated documents will be attached to the UFR. These may include the following items:
 - Police reports
 - Photographs
 - Videos, other than BWC

- Medical reports
- Criminal records
- Officer training records, if available
- Officers last qualification date (If firearm used)
- Other associated agency reports
- The supervisor will examine all associated information and provide an opinion regarding if the use of force was Reasonable, Unreasonable, Within DPP, or Outside of DPP. Comments will be included to support the supervisor's opinion.
- If more than one officer is involved, each officer's use of force shall be reviewed and a separate UFR will be completed for each officer involved.

Stage 2: The lieutenant will complete the portions of the UFR designated for the lieutenant.

- If the person involved in the Use of Force is a lieutenant, then another lieutenant or captain inside the CSU system will complete the lieutenant section of the UFR.
- The lieutenant will examine all associated items and request any other items which would benefit the decision process.
- The lieutenant will provide his or her opinion concerning if the use of force was Reasonable, Unreasonable, Within DPP, or Outside of DPP.
- The lieutenant will provide his or her opinion concerning if the use of force was Within the law or Outside of the law citing applicable Penal Code sections.
- The lieutenant will also make a recommendation concerning the type of follow-up action required. These could include the following:
 - Submitting a case to the District Attorney's office for a criminal complaint
 - Contacting the District Attorney's office for advice.
 - Initiation of an Internal Affairs investigation
 - Providing the involved Officer(s) additional training.
 - Requiring the Officer(s) to review the appropriate DPP
 - Placing the Officer(s) on administrative leave
 - Providing the Officer(s) emotional and psychological support.
 - Providing other recommendations as deemed necessary at the time.

Stage 3: The Chief of Police will examine all associated items and determine the appropriate course of action.

- If the person involved in the Use of Force is the Chief of Police, then another Chief of Police inside the CSU system will complete the Chief of Police section of the UFR.
- The Chief of Police will examine all associated items and request any other items which would benefit the decision process.
- The Chief of police may return the review for additional follow-up.

- The Chief of Police will direct the appropriate course of action based on the totality of all available information.

Stage 4: Upon completion, each Use of Force Review, in its entirety, will be logged in a file for “Use of Force Reviews” at the UPD. Each review will be assigned a log number. They will be retained per the CSU Document Retention Policy or by State Law, whichever is greater.