



# CSU Bakersfield

Business and Administrative Services

University Police Department

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**To: University Police**

**From: Chief Marty Williamson**

**Date: September 2, 2020**

**Subj: Procedure for Use of Force Review**

**Directive: 20-4**

In the situation where law enforcement 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 (DPP). The Use of Force Review (UFR) form will be the primary structure in which each use of force will be examined.

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 Supervisors 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.

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, another CSUB lieutenant or a lieutenant or captain from a non-involved agency inside the CSU system will complete the lieutenant section of the UFR.
  - If elected to go outside of CSUB, the CSUB Chief of Police will direct someone within the CSUB PD to gather the reports and associated documents for the non-involved agency lieutenant or captain.
- The reviewing ranking officer will examine all associated items and request any other items which would benefit the decision process.
- The ranking officer will provide his or her opinion concerning, if the use of force was Reasonable, Unreasonable, Within DPP, or Outside of DPP.
- The ranking officer will provide his or her opinion if the use of force was Within the law or Outside of the law.
- The ranking officer 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 CSUB 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 lieutenant and another Chief of Police from a non-involved agency inside the CSU system will complete the lieutenant and Chief of Police sections of the UFR.
  - The CSUB Lieutenant will gather the reports and associated documents for the non-involved lieutenant and Chief of Police.
- The outside Chief of Police will examine all associated items and request any other items which would benefit the decision process.
- The outside Chief of Police may return the review for additional follow-up.
- The outside Chief of Police will recommend the appropriate course of action based on the totality of all available information to the CSUB VP of BAS.