

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Firearms Discharge Reporting		CHAPTER/SECTION NO.: 1.33,1.34	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>**See Master File</u> Sheriff	
STANDARD NUMBER: 1.3.6			

1.33 Policy

- 1.33.1 Any Deputy who discharges a firearm, intentionally or accidentally except intended shots fired at an approved range, or on a recreational event, shall submit a detailed report of the full circumstances, utilizing the Office *Use of Force* form submitted along with the case report, via the chain of command to the Sheriff. Such reports will be submitted no later than the end of the Deputy's duty shift or, if off duty, no later than the end of the calendar day during which the incident occurred. The shift supervisor will write a report detailing the facts known to him/her.
- 1.33.2 Any Deputy who discharges a firearm, including accidentally while on duty (see above for exceptions) will, upon request by a supervisor or command Deputy, surrender that firearm, ammunition, and magazines for ballistic tests.
- A. When the use of a firearm or any other weapon was used in a **deadly force** situation, that weapon will be taken as evidence into custody by a supervisor or command Deputy.
 - B. No Deputy will refuse to surrender any firearm, whether Sheriff's Office or personally owned, upon request of any authority as stated above.

- C. Unless circumstances indicate otherwise, the supervisor will, with the division commander's approval, replace the surrendered firearm with a Sheriff's Office issued firearm of the same make and caliber.
 - D. The bureau commander may withhold such approval if, based upon all the available information concerning the incident and the Deputy's response thereto, the commander believes that re-issue of a service firearm to the involved Deputy may not be in the interest of safety.
- 1.33.3 If the Deputy is physically incapable of submitting a report within the time stated, the Deputy's supervisor will complete a detailed report before completion of his/her shift or end of the day on the date of the incident.
- 1.33.4 If the facts of the incident support a conclusion that the shooting was the result of negligence, the Deputy may be required to undergo additional training and/or have any disciplinary action taken.
- 1.33.5 Requirement for Documentation when force used, lethal and less-lethal:
- A. Whenever any force or show of force is used by a Deputy of the Weber County Sheriff's Office, a statement, case report and completed *Use of Force* form is required. This documentation will detail the full circumstances of the incident and be directed to the Sheriff through the chain of command. It must be completed by the end of the shift on the date of the incident.
 - B. This includes actions by a Deputy which may have resulted in the injury or death of another person.
 - C. If a Deputy is injured, a County accident report will be completed and forwarded through the chain of command.

- D. If the injury is serious or fatal, the Bureau commanders, Internal Affairs Section, Chief Deputy and Sheriff will be informed. Detectives will be notified by the duty supervisor.
- E. Whenever a Deputy deliberately uses a vehicle to ram another vehicle or person, or uses a vehicle as part of a roadblock, it will be considered deadly force and requires all necessary reports and notifications as outlined previously in this chapter.
- F. When circumstances permit, prior authorization will be obtained before a vehicle is used in the above manner.
- G. Any Deputy employing a vehicle in a ramming/deadly force situation, must consider the potential hazards associated with the resulting loss of control of the target vehicle, his/her own vehicle, and the inherent danger to bystanders.

1.34 Procedure

- 1.34.1 Once a Deputy has applied the use of force involving serious injury, or deadly force he/she will:
 - A. Report the use of force to the on-duty supervisor at the time of the incident or as soon as possible.
 - B. The supervisor will then forward the information through the chain of command for instructions and/or review.
 - C. Assist other Deputies in preserving the scene of the incident for further investigation, if necessary.
 - D. The on-call commander or incident commander will contact the County Attorney's office for a protocol investigation.

- E. Complete a first report on the incident by the end of the shift on the date of the incident. If the Deputy is/was already off duty, he/she will submit the report by the end of the calendar day on the date of the incident.
- F. If the Deputy is physically unable to complete a report because of injuries, the on-duty supervisor will complete as much of the report as possible. The involved Deputy will complete a follow-up as soon as he/she is physically capable.
- G. If a firearm was used in the incident he/she will surrender the firearm to the appropriate supervisor, to be inspected and booked into evidence. See section 1.32.2.
- H. Surrendered firearms will be inspected by the Sheriff's Office range master for defects in the firearm or ammunition.