



**ROME POLICE DEPARTMENT**  
**POLICY AND PROCEDURE**

EFFECTIVE DATE: 6-16-03	SUBJECT: REVIEW OF FORCE CAUSING INJURIES
REVISED DATE: 8-11-03	
SUPERCEDES: All Previous Memos, Orders, and Policies & Procedures	DISTRIBUTION: All Personnel
BY ORDER OF : Merino J. Ciccone, Chief of Police	GENERAL ORDER #: 03-01
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REFERENCES: Accreditation Standards 21.2	

**21.2 REVIEW OF FORCE CAUSING INJURIES**

**I. PURPOSE**

To define the policy of the Rome Police Department concerning the review of the use of force and deadly physical force by police personnel.

## II. POLICY

### Use of Force / Internal Investigation Review

When any member of the Rome Police Department takes action Which encompasses the use of force and results in an injury, the following procedures will be followed:

1. The officer(s) involved will complete a Complaint/Incident Report, Investigative/Supplement Report, and a Use of Force Report submitting all reports to the Watch Commander.
2. The Road Supervisor will complete an Injury to Prisoner/Person Report and submit it to the Watch Commander.
3. The Watch Commander will review the incident to ensure:
  - a. The Rules and Regulations of The Rome Police Department were followed.
  - b. The documentation is maintained in the event of future litigation.
  - c. The need for additional training.
  - d. The incident(s) involving the Use of Force are properly evaluated.
4. The Watch Commander will notify the Chief of Police as to the incident and his findings *pertaining to the actions of the officer(s) as follows:*
  - A. Sustained.*
  - B. Unfounded.*
  - C. Not Sustained.*
  - D. Referred to the District Attorney's Office for Review.*

*(Revised August 11, 2003)*

**B. Use of Deadly Force / Internal Investigation Review**

1. The Chief of Police, in consultation with the Firearms Instructor and the Command Officer assigned to the internal investigation, shall review all reports related to the incident to determine what, if any, appropriate action should be taken.
2. The Officer(s) involved will be notified of the outcome of the review no later than ten (10) business days after the completion of the review. An extension for cause may be allowed by the Chief of Police.
3. *The Outcome of the review will be listed) as follows:*
  - a. *Sustained.*
  - b. *Unfounded.*
  - c. *Not Sustained.*
  - d. *Referred to the District Attorney's Office for Review.*

***(Revised August 11, 2003)***

**C. Administrative Leave / Duty**

1. Any Officer directly involved in a deadly-force incident may be placed on administrative leave or administrative duty directly upon completion of his/her participation in the investigation of the incident. This leave shall be without loss of pay or benefits, pending the results of the investigation. The assignment of administrative leave shall not be interpreted to imply or indicate that the Officer acted improperly or that any discipline took place.
  - a. The assignment will not place the Officer in a position where use of force may be necessary due to the nature of the assignment.
  - b. Administrative duty or leave assignments will be made in the best interests of the Police Department and the Officer.

2. While on administrative leave, the Officer shall remain available at all times for official Departmental interviews and statements regarding the shooting incident, and shall be subject to recall at any time. The Officer shall not discuss the incident with anyone other than those authorized by law or contract, Departmental Officers assigned to the investigation, the Officer's private attorney, the Officer's psychologist, the Officer's chosen clergy, and the Officer's immediate family. The Officer may request permission from the Chief of Police to speak with other persons.
3. The Officer may be assigned to "administrative duty" for a period of time as deemed appropriate by the Chief of Police.

**D. Psychological Services for the Officer**

1. In all cases where any person has been injured or killed as a result of a firearm discharge or use of Deadly Physical Force by Police Officer, the involved Officer may be required to undergo an emotional debriefing with a Department-furnished psychologist. The purpose of this debriefing will be to allow the Officer to express his/her feelings and to deal with the moral, ethical, and/or psychological aftereffects of the incident. The debriefing shall not be related to any criminal or Departmental investigation of the incident. The debriefing session will remain protected by the privileged Professional Psychologist Code of Ethics. The Training Officer in conjunction with the Chief of Police will assist the officer in seeking these services through the employee assistance program offered by the City of Rome through the Central New York Labor Agency.
2. In all cases where any person has been seriously injured or killed as a result of a firearm discharge or the use of Deadly Physical Force by a Police Officer, the involved Officer and his/her family will have available to them the services of a Department-furnished psychologist and/or chaplain. The purpose of this offer is to provide the Officer and/or his/her family with a source of professional consultation to aid them in dealing with the potential moral and ethical aftereffects of a shooting incident. The services shall not be related to any Department investigation of the incident. The consultation sessions will remain protected by the privileged relationship.