



CONTROL DEVICES AND INSTRUMENTS



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INDEX CATEGORY:	Uniform and Personal Equipment		

I. PURPOSE

This directive:

- A. provides specific procedures and protocols including training, maintenance, assignment, and accountability relative to control devices and instruments (e.g., Taser devices, personal oleoresin capsicum (OC) devices, batons).
- B. introduces the Taser Data Reconciliation Report (CPD-21-969).
- C. satisfies CALEA Law Enforcement Standard Chapter 4.

II. POLICY

Procedures governing the use of control devices and instruments as force options are delineated in the Department directive titled "Use of Force" and its addenda.

III. TASER DEVICES

- A. Taser devices are approved for use by sworn members consistent with the Department directives titled "Force Options" and "Taser Use Incidents."
- B. Department-Issued Taser Devices
 - 1. The Taser is a device used to control and subdue a subject through the application of electrical impulses that override the central nervous system and cause uncontrollable muscle contractions. Two darts attached by thin wires are fired from a cartridge attached to the handheld device. When both darts attach to the subject, a timed electrical impulse is applied to the subject at the control of the operator. Although Tasers are considered less-lethal devices, they can cause serious injury or death.
 - 2. The Taser contains a computerized function which retains data of all discharges of the device.
 - 3. Tasers will be carried, handled, tested, and deployed only by members who have completed Department-conducted training and all required certifications and recertifications on their safe handling and discharging.
 - 4. Taser recertification will be completed annually by the Training Division.
 - 5. The Training Division will document and maintain the records for Taser training, certification, and annual recertification.
- C. District station supervisors will:
 - 1. ensure that all available Tasers are issued to sworn members who are trained and certified to use the devices. The district station supervisor will ensure a current list of trained and

certified members is provided to the designated members responsible for the issuance of Taser devices on his or her assigned watch.

- a. Lists of Taser certified members can be generated from the Training Division Firearms and Training Certification application located in CLEAR Applications on the Wire intranet homepage.
 - b. If there is an insufficient supply of Tasers, they will be issued at the district station supervisor's discretion, ensuring there is one Taser device issued to each field unit, when possible.
2. designate a sworn member on their watch who will be responsible for the issuance and safe storage of Taser devices.
 3. ensure that the daily assignment roster sent to the Office of Emergency Management and Communications (OEMC) and entered in the Police Computer-Aided Dispatch (PCAD) system reflects members with a Taser by placing the symbol "=" next to the members' names.

NOTE: The daily assignment roster must be entered and sent to OEMC **immediately** after each roll call.

4. ensure that any Taser that malfunctions or whose digital power magazine indicates a power level less than twenty percent, indicated by the display flashing "LO BATT," is, along with its holster and digital power magazine, hand-carried on the 2nd watch by a sworn member to the Taser Repair Center, located at the Training Division, and exchanged for a replacement device and/or component parts.
5. ensure any damaged Taser cartridges are hand-carried on the 2nd watch by a sworn member to the Taser Repair Center for replacement.

NOTE: If completed, a copy of the Tactical Response Report (TRR) will be presented to the Taser Repair Center for replacement cartridges.

D. The sworn member designated by the district station supervisor to issue and safely store the Tasers will, at the beginning of each tour of duty:

1. account for all Tasers assigned to the unit.
2. prepare a Personal Equipment Log ([CPD-21.919](#)) to record the issuance and receipt of the Taser and its component parts. This log will:
 - a. be prepared by each watch.
 - b. contain the serial number of each Taser and all cartridges distributed with each Taser in the "Miscellaneous" column.
 - c. be forwarded to the unit secretary by the end of the designated member's tour of duty for retention in accordance with records-retention requirements.
3. issue a Taser, holster, and at least two cartridges to each Department member who is trained and certified to use the device.
4. store Tasers in the approved holster in the designated location within the police facility.

NOTE: Department members will not remove the Performance Power Magazine or cartridges for storage.

5. upon the return of a signed-out Taser, check the power level of the digital power magazine.
6. verbally notify the district station supervisor of any Tasers that malfunctions or indicates a flashing display of "LO BATT," or for a damaged Taser cartridge.

7. ensure that Department members requesting the issuance of a Taser:
 - a. sign the Personal Equipment Log to indicate receipt of the equipment.
 - b. upon return of the items, record the time of the return on that same log.
- E. Department members assigned to field duties that have been trained and certified in the use of Taser devices will:
 1. request the issuance of a Taser and will be required to carry the Taser;
 2. carry the Taser in an approved holster, attached to the equipment belt on the member's support (non-firearm) side; and

NOTE: Department members who have successfully completed the Department-conducted training on the safe handling and discharging of a Taser are the only Department members authorized to wear a Taser holster. Department members will only wear one Taser holster.

3. ensure the Taser is carried in the approved holster to reduce the risk of damage to the Taser and the cartridges.
- F. Spark test conducted by a trained Department member.
 1. A spark test, conducted to check the device for proper functioning, occurs when a member trained in the use of the X2 device depresses the ARC switch located on the left or right side of the device.
 - a. Tests should be up to five seconds in duration.
 - b. The device should be pointed in a safe direction.
 - c. The cartridge will not be removed prior to conducting a spark test.
 - d. The trigger will not be depressed to conduct a spark test.
 2. A Department member issued an X2 device may spark test the device within the FIRST HOUR of the member's tour of duty. Only ARC events up to five seconds conducted during the first hour of the member's tour of duty will be considered a spark test of the device for the purposes of data reconciliation.

NOTE: A Taser Non-Field Discharge Report will not be completed to document a spark test conducted within the first hour of a trained member's tour of duty.

- G. Non-field discharge of a Taser
 1. A non-field discharge of a Taser is any:
 - a. spark test outside of the first hour of the member's tour of duty.
 - b. spark test lasting more than five seconds.
 - c. the use of a spark display where there is no electrical contact with a subject or cartridge discharge.
 - d. discharge used strictly for the purpose of Department-conducted training, certification, or annual recertification.
 2. A Department member who conducts a non-field discharge of a Taser, including a spark test outside of the first hour of the member's tour of duty or a spark test lasting more than five seconds will:
 - a. complete a Taser Non-Field Discharge Report ([CPD-11.379](#)).

- b. submit the report to the on-duty watch operations lieutenant in the district of occurrence. The report will be submitted prior to the end of the member's tour of duty.
 3. Discharges used strictly for the purpose of Department-conducted training, certification, or annual recertification do not require the completion of a Non-Field Discharge Report.
 4. Upon receipt of a Taser Non-Field Discharge Report, the watch operations lieutenant will:
 - a. review the report for the appropriate use of the device.
 - b. ensure that the report is filed in the Taser file specific to that device.
 - H. Supervisory personnel will ensure that:
 1. Department members use the Taser as prescribed and are in compliance with all required Taser training, certification, and recertification.
 2. Department members carry the Taser in an approved holster, attached to the equipment belt on the member's support (non-firearm) side.
 3. initiate an investigation and take immediate corrective and/or disciplinary action if:
 - a. a member is observed or reported to be improperly handling, operating, or in any way damaging a Department Taser.
 - b. any lack of documentation for any recorded use of a Taser is discovered.
 - I. When a Taser device is damaged, the assigned supervisor will conduct an investigation and:
 1. ensure that appropriate reports are prepared,
 2. initiate a Complaint Register (CR) investigation if the damage was caused by a member's neglect or improper conduct, and
 3. submit a To-From-Subject Report detailing the nature and cause of the damage, referencing the CR number if applicable, through the appropriate channels.
 - J. When a Taser device is lost or stolen, the assigned supervisor will conduct an investigation and ensure that:
 1. the appropriate case report is prepared and, if appropriate, initiate a CR investigation. Copies of all reports will be sent through channels to the:
 - a. Taser Repair Center, located at the Training Division.
 - b. Equipment and Supply Section.
 2. an Administrative Message Center (AMC) message is sent to all districts and units.
 - K. Taser Inspections
 1. District commanders/unit commanding officers will ensure that Taser inspections are conducted on a quarterly basis. During inspections, district commanders/unit commanding officers will ensure:
 - a. a Taser discharge data report is downloaded for each Taser assigned to the unit.
 - b. a Taser Data Reconciliation Report (CPD-21. 969) is completed.
 - c. Tasers assigned to the unit are operational and any Tasers requiring maintenance or repairs are hand-carried during 2nd watch by a sworn member to the Taser Repair Center.
- NOTE:** If necessary, Taser inspections can be conducted more often.
2. The Taser discharge data sheet for each Taser device will be reconciled with the Taser file and relevant Personal Equipment Logs to ensure that every Taser discharge has been

appropriately documented. Lack of documentation for any recorded use of a Taser will be investigated and appropriate actions taken.

3. The Taser contains a computerized function which retains data of all discharges of the device.

L. Arsenal Committee Responsibilities

The Arsenal Committee will, upon request, provide equipment-related or technical information to command personnel or a Bureau of Patrol supervisor having questions about a Taser device.

IV. **PERSONAL OLEORESIN CAPSICUM (OC) DEVICES**

- A. A personal OC device is approved for use by sworn members consistent with the Department directives titled "**Force Options**" and "**Oleoresin Capsicum (OC) Devices and Other Chemical Agent Use Incidents.**"

- B. The prescribed personal OC device is a hand-held, canister type device containing a non-lethal, active ingredient of oleoresin capsicum solution. The personal OC device will use a nonflammable propellant and contain a ten percent solution of oleoresin capsicum (pepper agent) only. The rating will not exceed 500,000 Scoville Heat Units.

NOTE: All personal OC devices are under pressure and should be used with extreme caution.

- C. Department members are not approved to carry or use any type of personal OC device different from that which is prescribed.

- D. Department members will be trained on the safe handling and use of the personal OC device and how it pertains to Department use of force.

- E. During the initial personal OC device training and certification, a certified weapons instructor will inspect the personal OC device to ensure that it is an approved equipment item.

- F. Personal OC devices will be carried, handled, and deployed only by members who have completed Department-conducted training on their safe handling and discharging.

- G. Personal OC devices will be carried in an approved OC chemical holder affixed to the member's equipment belt.

- H. The First Deputy Superintendent, Office of Operations; Deputy Superintendent, Office of Constitutional Policing and Reform; and the commanding officer of exempt rank for each unit within the Office of the Superintendent will issue written directives that designate, by duty assignment, those members under their command who are not required to carry a personal OC device.

NOTE: Sworn members who are not required to carry a personal OC device will have it readily available during duty hours.

- I. A personal OC device is classified as the Department member's personal equipment, and each member is responsible for the care and maintenance of these items. Should this item become lost, stolen, damaged, or expired, the individual member will be responsible for its replacement.

- J. A member who discharges a personal OC device will receive a replacement device from the supervisor investigating the discharge incident.

- K. The district commander of the district of occurrence will ensure that an individual is designated to order replacement canisters from the Equipment and Supply Section and establish a secure area in the district for storage of replacement canisters.

L. Product Description

The personal OC device and device holder will conform to the specifications outlined in the uniform specification titled "Personal OC Chemical Device and Holder—Prescribed."

V. BATONS

- A. A baton is approved for use by sworn members consistent with the Department directives titled "Force Options" and "Baton Use Incidents."
- B. Batons, including wooden and expandable batons, will be carried, handled, and deployed only by Department members who have completed Department-conducted training on their safe handling and use.
- C. Expandable Batons
1. The expandable baton is a collapsible impact weapon used for striking and establishing control of a subject by applying mechanical impact.
 2. Department members trained and certified in the use of the expandable baton are authorized to carry and use an approved expandable baton.
 - a. Training and certification must be obtained prior to carrying an approved expandable baton.
 - b. An approved expandable baton and scabbard must be purchased prior to training and brought to the training with a duty belt.
 - c. Expandable baton training will be conducted by certified instructors, designated by the Training Division, at selected sites as designated in the eLearning system expandable baton registration site. The In-Service Training Section, Training Division, will:
 - (1) regularly schedule classes for the "Expandable Baton" training course and update the eLearning system with a list of forthcoming "Expandable Baton" courses.
 - (2) accept registration via the eLearning system website as described in this directive.
 - (3) provide regular expandable baton training and certification.
 - (4) maintain and update the training database.
 - d. During the initial expandable baton certification, a certified weapons instructor will inspect the expandable baton and scabbard to ensure that it is an approved equipment item as delineated in Item V-E of this directive.
 - e. The "Expandable Baton" training course is physically demanding. Members will be required to pass a performance test and a written test. A score of at least 70 percent is required to pass the written test. Department members who fail either the performance or the written test **will not** be certified to carry the expandable baton, but have the option to retake the course.
 - f. The Training Division "Expandable Baton" training course is the only authorized training and certification program for Department members desiring to carry an expandable baton.
 - g. Sworn Department members hired on or after 27 September 04 have received expandable baton training during recruit training at the Training Division.
 3. The expandable baton will be carried in an approved scabbard affixed to the sworn member's equipment belt.
 4. Sworn Department members seeking training to carry an approved expandable baton will:
 - a. access and log into the Department eLearning system to request training.
 - b. use the keyword search "Expandable Baton" and select the training course option to display a calendar with the available training dates and times.

- c. select training dates and times during regularly scheduled duty hours by clicking on the desired dates. Members can select more than one date. Click the "submit" button to send the request for approval.
- d. be notified through their Department email account of the date and time for training.

NOTE: Only members notified through Department email that they have been approved and selected will attend any scheduled training. Walk-ins to training sessions will not be permitted.

- e. report to the training site on time, with their approved expandable baton, scabbard, and full duty belt, and wearing clothing appropriate for physical activity.

NOTE: Members notified to report and who fail to attend scheduled training will not be allowed to reschedule training for at least a thirty-day period unless they have made timely notification to the In-Service Training Section.

- f. allow four hours to complete the training.

5. Watch operations lieutenants/unit commanding officers will review all electronic requests for expandable baton training and, based on manpower considerations, either:

- a. approve the request via the eLearning system; or
- b. return the submitted eLearning request to the requesting individual for rescheduling.

D. Wooden Baton

1. The wooden baton:

- a. is the primary baton for Department members.
- b. is made of high-density, close and straight grain, second growth hickory wood.
- c. will be well-seasoned and free from defects and blemishes that might impair its strength or detract from its appearance.

2. Department members are trained and certified for the use of the wooden baton during recruit training at the Training Division.

3. During the initial wooden baton certification, a certified weapons instructor will inspect the wooden baton to ensure that it is an approved equipment item.

E. Product Description

Expandable batons, wooden batons, and baton holders, including scabbards, will conform to the specifications outlined in the uniform specification titled "**Batons, Baton Holder, and Baton Tassel.**"

(Items indicated by italics/double underline were added or revised.)

Charlie Beck
Interim Superintendent of Police

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