

# Memo



**To:** All FPD Employees  
**From:** Acting Chief Dan Hughes  
**Date:** August 21, 2012  
**Re:** Directive #12-10 Documenting Use of Force

---

## Purpose

The purpose of this directive is to update verbiage in a section of Policy 300.4. The following changes are effective immediately and will be incorporated into the policy manual during the next revision.

### **300.4 Documenting the Use of Force**

Any use of physical force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report depending on the nature of the incident. The use of particular weapons such as chemical agents may require the completion of additional report forms as specified in departmental policy and/or law.

***During the investigation of a major incident information from witnessing and involved officers shall be obtained contemporaneously and it shall be recorded. This information should be obtained by an investigator rather than having the officer write his or her own supplemental report about their observations and actions.***

***In cases where officers are to write their own reports regarding actions or observations, that officer, barring an exceptional circumstance, is required to ensure the report is complete and approved before the officer is excused from his or her shift.***

# Memo



**To:** All FPD Employees  
**From:** Acting Chief Dan Hughes  
**Date:** August 21, 2012  
**Re:** Directive #12-11 Report Corrections

---

## Purpose

The purpose of this directive is to update verbiage in a section of Policy 344.4. The following changes are effective immediately and will be incorporated into the policy manual during the next revision.

### 344.4 Report Corrections

Supervisors shall review reports for content and accuracy. ***Supervisors shall not propose any edits that make the report less precise than originally submitted.*** If a correction is necessary, the reviewing supervisor ***shall*** complete the Report Correction form stating the reasons for rejection. The original report and the correction form should be returned to the reporting employee for correction as soon as practical. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed in a timely manner.

# Memo



**To:** All FPD Employees  
**From:** Acting Chief Dan Hughes  
**Date:** August 21, 2012  
**Re:** Directive #12-12 Force Prevention

---

## Purpose

The purpose of this directive is to update verbiage in a section of Policy 300. The following changes are effective immediately and will be incorporated into the policy manual during the next revision.

### **300 Force Prevention Policy**

#### **300.1.1 Philosophy**

The use of force by law enforcement personnel is a matter of critical concern both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied human encounters and when warranted, may use force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, the limitations of their authority. This is especially true with respect to officers overcoming resistance while engaged in the performance of their duties.

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. It is also understood that vesting officers with the authority to use reasonable force and protect the public welfare requires a careful balancing of all human interests.

***When time, circumstances and safety permit, there may be alternatives to using force. When reasonable and safe under the totality of the circumstances, members should consider such alternatives as advisements, warnings, verbal persuasion and other tactics.***

# Memo



**To:** All FPD Employees  
**From:** Acting Chief Dan Hughes  
**Date:** August 21, 2012  
**Re:** Directive #12-13 Use of Force-Notification to Supervisors

---

## Purpose

The purpose of this directive is to update verbiage in a section of Policy 300. The following changes are effective immediately and will be incorporated into the policy manual during the next revision.

### 300.4.1 Notification to Supervisors

Supervisory notification shall be made as soon as practicable following the application of physical force, ***by any officer who witnesses another officer using force including force by other police agencies***, under any of the following circumstances:

# Memo



**To:** All FPD Employees

**From:** Acting Chief Dan Hughes

**Date:** August 21, 2012

**Re:** Directive #12-14 Electro-Muscular Disruption Technology Guidelines

---

## Purpose

The purpose of this directive is to update verbiage in a section of Policy 309. The following changes are effective immediately and will be incorporated into the policy manual during the next revision.

### 309.2 Policy

(e) The EMDT Device generally should not be used as an impact weapon.

### 309.4.5 Multiple Applications of the EMDT Device

This, however, shall not preclude any officer from deploying multiple, reasonable applications of the EMDT device on an individual.

***After three (3) unsuccessful applications, unless there are articulable circumstances, officers should be instructed to cease using the EMDT Device and move on to other control methods or force options.***

# Memo



**To:** All FPD Employees  
**From:** Acting Chief Dan Hughes  
**Date:** August 21, 2012  
**Re:** Directive #12-15 Evaluations of Employees

---

## Purpose

The purpose of this directive is to update verbiage in a section of Policy 1002. The following changes are effective immediately and will be incorporated into the policy manual during the next revision.

### 1002.1 Purpose and Scope

The employment policy of the **City of** Fullerton shall provide equal opportunities for applicants and its employees regardless of race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, marital status, veteran status, or sex, and shall not show partiality or grant any special favors to any applicant, employee or group of employees. The rules governing employment practices for this department are maintained by the **City of** Fullerton Department of Human Resources.

***Employees are expected to maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions and that they will be expected to perform their duties in a manner which will tend to establish and maintain the highest standard of efficiency in carrying out the functions and objectives of the Department.***

# Memo



**To:** All FPD Employees  
**From:** Acting Chief Dan Hughes  
**Date:** August 21, 2012  
**Re:** Directive #12-16 Supervisor/Subordinate Relationship Status

---

## Purpose

The purpose of this directive is to update verbiage in a section of Policy 1026. The following changes are effective immediately and will be incorporated into the policy manual during the next revision.

### 1026.2 Personnel Files Defined

(a) Personal data, including marital status, family members, educational and employment history, or similar information. ***Fullerton Police Employees shall notify the Chief of Police, as soon as possible, once a personal supervisor subordinate relationship is initiated.***

***Employees: Please refer to Policy 340.3.1(i), (noted below), as to notification requirements when marital status changes.***

(i) It is the responsibility of each employee to keep our agency and City Personnel Department informed of his/her emergency contact and beneficiary information. Changes in marital status, such as marriage, domestic partnerships, separations, divorce and deaths of dependents may necessitate a need to change or update the employee's emergency contact or beneficiary information.

# Memo



**To:** All FPD Employees  
**From:** Acting Chief Dan Hughes  
**Date:** August 21, 2012  
**Re:** Directive #12-17 PIO Responsibilities

---

## Purpose

The purpose of this directive is to update verbiage in a section of Policy 346. The following changes are effective immediately and will be incorporated into the policy manual during the next revision.

### 346.6.1 Procedures

When any incident develops or is recognized to be of such magnitude or of sufficient interest that the task of responding to media inquiries would be distracting, the officer in charge of the incident may summon the assistance of the Department's or City's P.I.O. ***During a critical incident, including when an officer's conduct is under scrutiny, all public responses should be made either by the Chief of Police, a Division Commander or by a city official.***

# Memo



**To:** All FPD Employees  
**From:** Acting Chief Dan Hughes  
**Date:** August 21, 2012  
**Re:** Directive #12-18 Guidelines for Foot Pursuits

---

## Purpose

The purpose of this directive is to update verbiage in a section of Policy 458. The following changes are effective immediately and will be incorporated into the policy manual during the next revision.

### **458.3 GUIDELINES FOR FOOT PURSUIT**

Unless the officer reasonably believes that exigent circumstances exist (e.g. a serious threat to the safety of personnel or members of the public), officers should consider alternatives to engaging in or continuing a foot pursuit under the following conditions:

**(p) Non-Uniformed Officers/Detectives generally work with less available equipment than Uniformed Officers and should consider the inherent danger of pursuing suspects on foot with less force-options available to them at the termination of the foot pursuit.**

# Memo



**To:** All FPD Employees  
**From:** Acting Chief Dan Hughes  
**Date:** August 21, 2012  
**Re:** Directive #12-19 Use of Force Supervisor Review

---

## Purpose

The purpose of this directive is to update verbiage in a section of Policy 300. The following changes are effective immediately and will be incorporated into the policy manual during the next revision.

### 300.5 SUPERVISOR RESPONSIBILITY

When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

- (a) Obtain the basic facts from any un-involved officer(s), witnesses or other personnel at the scene. Involved officers may provide voluntary statements or reports.
- (b) Ensure that any injured parties are examined and treated.
- (c) Separately obtain a recorded interview with the subject(s) upon whom force was applied. ***Officers who used, directed or witnessed force are prohibited from interviewing the person upon whom the force was used or civilian witnesses about the force used.*** If this interview is conducted without the person having voluntarily waived his/her Miranda rights, the following shall apply: