



ROCKFORD POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 3.13

TITLE: SUPPORT OF EMPLOYEES INVOLVED IN CRITICAL INCIDENTS

SERIES: 3 - PER

SERIES TITLE: PERSONNEL

TOPICS / REFERENCE: ADMINISTRATIVE ASSIGNMENT / DUTY, AFSCME, NON-SWORN EMPLOYEES, PBPA, POST INCIDENT TRAUMA, SWORN EMPLOYEES

APPENDICES: A

ORIGINAL EFFECTIVE / ISSUE DATE: MARCH 20, 2002

DATE OF LAST REVISION: MARCH 27, 2018

THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED

POLICY:

Our personnel are the most valuable assets of the Department. The use of deadly force, involvement in a critical incident or a high stress incident may have a very traumatic effect on an employee and his or her family members. Therefore, proper steps must be taken to ensure that all necessary attention is given each to individual employee who is involved in any potentially traumatic incident.

PURPOSE:

The purpose of this General Order is to establish policy, procedures and guidelines regarding the support and handling of employees involved in the use of deadly force, involvement in a critical incident or a high stress incident, or serious injuries to themselves. The intent of this policy is to help the personnel involved and at the same time cause minimum interference with the necessary investigation of the incident.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered section:

- I. RESPONSIBILITY OF RESPONDING SUPERVISOR**
- II. RESPONSIBILITY OF THE DISTRICT COMMANDER OR OFFICER IN CHARGE (OIC)**
- III. RESPONSIBILITY OF INVESTIGATIVE SUPERVISOR**
- IV. CRITICAL INCIDENTS INVOLVING EMPLOYEES**

APPENDICES:

A. CRITICAL / MAJOR INCIDENT EMPLOYEE RIGHTS PROCEDURES

I. RESPONSIBILITY OF RESPONDING SUPERVISOR:

- A. The supervisor will ensure that each involved employee is removed from the scene of a use of deadly force, involvement in a critical incident or a high stress incident as soon as practical, following the guidelines established in General Order - 1.06 Response to Resistance and the current [Collective Bargaining Agreement](#) (See Appendix A):
 - 1. The supervisor will ensure another employee or supervisor is assigned to stay with the involved employee(s) and provide whatever assistance may be required;
 - 2. The involved employee(s) may ask for a specific individual and their request should be honored when possible; and
 - 3. The employee(s) should not be placed in the rear seat of a caged squad car.
- B. The involved employee(s) shall be allowed the opportunity to use a department phone in private at the scene, the hospital, and/or at a Police Station.
- C. In the event of an Officer Involved Shooting (OIS), the Officer will be transported to an area hospital as soon as practical, then a Police Station.

II. RESPONSIBILITY OF THE DISTRICT COMMANDER OR OFFICER IN CHARGE (OIC):

- A. Employees represented by the Police Benevolent and Protective Association (PBPA) Unit #6:
 - 1. The District Commander or OIC will notify the Chief of Police, the Deputy Chief, Assistant Deputy Chiefs, and the duty Chaplain to brief them on the situation; and
 - 2. A representative of PBPA Unit #6 will also be notified as set forth in the current [Collective Bargaining Agreement](#) between the City of Rockford and PBPA Unit #6.
- B. Employees represented by the American Federation of State, County and Municipal Employees (AFSCME):
 - 1. The District Commander or OIC will notify the Chief of Police, the Deputy Chief, Assistant Deputy Chiefs, and the duty Chaplain to brief them on the situation; and
 - 2. If the involved employee desires, the District Commander or OIC will notify a representative of AFSCME.
- C. Non-union represented employees:

1. The District Commander or OIC will notify the Chief of Police, the Deputy Chief, Assistant Deputy Chiefs, and the duty Chaplain to brief them on the situation.
- D. The officer, civilian employee, or their designee, will contact the spouse or other immediate relative of an involved employee:
 1. If the spouse or immediate relative is an employee, they may be released from duty if either the involved employee or the spouse/family member requests it.
- E. The District Commander or OIC will contact the employee's supervisor or commander, whether on or off-duty if one of their employees is involved in a use of deadly force or incident which results in death or serious injury to any person.
- F. If any employee is injured and hospitalized, the District Commander or OIC will assign an officer to protect the involved employee from unwanted public and news media attention as well as ensure the involved officer's safety.
- G. The District Commander or OIC will issue another weapon and holster to the involved officer prior to the officer ending their tour of duty if their weapon was taken as evidence:
 1. Weapon exchange will be done in such a way so as not to leave the officer without a weapon; and
 2. The exchange may take place either at the scene, a District Station, or other location when deemed necessary.

III. RESPONSIBILITY OF INVESTIGATIVE SUPERVISOR:

- A. The investigating supervisor will ensure a brief summary of the incident is given to supervisors and commanders so they may brief their personnel on what happened.
- B. The employee's name shall not be released to the news media until the initial investigation is completed and then only by the Chief of Police or designee. The involved employee and employee's immediate family will be notified prior to the employee's name being released to the news media.
- C. The investigative supervisor shall make every effort to keep the involved employee and the employee's supervisor or commander up-to-date on the progress of the investigation.

IV. CRITICAL INCIDENTS INVOLVING EMPLOYEES:

- A. Law enforcement duties often expose officers and support personnel to emotionally painful and highly stressful situations that cannot be resolved through normal stress coping mechanisms. It is the responsibility of the Rockford Police Department to provide employees with information on coping with stress. In the event of a use of deadly force, involvement in a

critical incident or a high stress incident, the Department will take immediate action to safeguard the continued good mental and emotional health of all involved employees.

- B.** Any employees involved in a use of deadly force, an incident that results in death or serious injury to any person or any incident deemed to be a high stress event by the involved employee's supervisor, will be given the following three working days off with pay. The involved employees may choose to take an additional four days off from work with no loss of pay (for a total of seven consecutive days) at their discretion. The involved employee will remain available to Department investigators as needed during this time.
- C.** The involved employee in a use of deadly force or an incident resulting in death or serious injury to any person will be assigned to administrative duties within the Department until after the incident has been investigated and reviewed by the Chief of Police:
 - 1.** Reassignment is not disciplinary in nature and intends to provide the involved member relief from the additional stress that may result of any investigation, publicity or other activities related to the incident; and
 - 2.** Reassignment, at the discretion of the Chief of Police, or designee, should be to a position that shields the employee from possible confrontations with the community.
- D.** Any employee involved in a use of deadly force, an incident that results in death or serious injury to any person, or any incident deemed to be a high stress event by the involved employee's supervisor shall be sent for counseling at a facility selected by the Department. The involved employee must attend a mandatory debriefing process before being allowed to return to full duty. The counseling sessions should take place as soon as practical after the incident. A report will be forwarded to the Department relative to the employee's mental ability to return to full duty. If further counseling sessions are required, they will be provided at no expense to the employee.
- E.** Nothing in this Order precludes the employee from obtaining their own counseling at their own expense. However, any counseling deemed necessary by the Department must be attended regardless of the employee obtaining their own counseling.
- F.** Involved employees will not discuss the case with the news media (see General Order 1.09 – News Media Relations for further).

ALL GENERAL ORDERS REMAIN IN EFFECT UNTIL REVISED OR RESCINDED.

ANY MEMBER OF THE DEPARTMENT MAY, BY VIRTUE OF EXPERTISE OR POSITION OF FUNCTION, BE DESIGNATED TO AUTHOR OR PROVIDE SOURCE MATERIAL FOR A WRITTEN DIRECTIVE. THE OVERALL AUTHORITY TO ISSUE, MODIFY OR APPROVE WRITTEN DIRECTIVES IS DESIGNATED TO THE CHIEF OF POLICE.

ALL GENERAL ORDERS ARE SCHEDULED TO BE REVIEWED ANNUALLY BY THE GENERAL ORDER REVIEW COMMITTEE AND WHEN NECESSARY, REVISED OR CANCELED IN ACCORDANCE WITH THE PROCEDURES FOR REVIEWING WRITTEN DIRECTIVES ESTABLISHED IN GENERAL ORDER 1.10 – WRITTEN DIRECTIVES.

ALL NEW AND REVISED GENERAL ORDERS SHALL BE APPROVED BY THE CHIEF OF POLICE BEFORE ISSUE/REISSUE.

ANY EMPLOYEE WITH SUGGESTIONS FOR REVISIONS AND/OR IMPROVEMENTS TO THIS ORDER ARE ENCOURAGED TO SUBMIT THEIR IDEAS TO THEIR RESPECTIVE DISTRICT COMMANDER OR BUREAU CHIEF.

BY ORDER OF

DATE: 10/05/2017

Daniel G. O'Shea

Chief of Police