

# Seattle Police Department

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Force Investigation Unit  
Procedural Manual





**Seattle Police Department  
Force Investigation Team**

<b>Operations Manual</b>	<b>Effective Date:</b>
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# Seattle Police Department Force Investigation Team

<b>Force Investigations</b>	<b>Effective Date:</b>
<b>Operations- Terms and Definitions</b>	09/15/2019

## **I. Definitions:**

**A. Involved Officer:** An “Involved Officer” is a sworn officer of any rank or assignment who uses reportable force as defined by Department policy either on-duty or off-duty.

**B. Witness Officer:** A “Witness Officer” is a sworn officer of any rank or assignment who witnesses an officer’s use of force but who does not use reportable force himself or herself.

**C. Involved Officer Advisement:** When an officer declines to provide a voluntary statement, the Involved Officer Advisement is used to compel the Involved Officer’s statement.

**D. Public Safety Statement (PSS):** A “Public Safety Statement” is a compelled statement in which a supervisor (typically a sergeant or acting sergeant) orders an “Involved Officer” to answer standardized questions directly related to an “Involved Officer’s” use of force. The questions for officer involved shootings appear on a pre-printed card known as a *Public Safety Statement Card (Officer-Involved Shooting)* (form 18.5). The questions for other Type III uses of force appear on a pre-printed card known as a *Use of Force Public Safety Statement Card* (form 24.3).

**E. Great Bodily Harm (RCW 9A.04.110):** Bodily injury which creates a probability of death, or which causes significant serious permanent disfigurement, or which causes significant permanent loss or impairment of the function of any body part or organ.

**F. Substantial Bodily Harm (RCW 9A.04.110):** Bodily injury which involves a temporary but substantial disfigurement, or which causes a temporary but substantial loss or impairment of the function of any body part or organ, or which causes a fracture of any body part.



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**G. Type III Use of Force Investigation:** A use of force investigation conducted by the Force Investigation Team based on the degree of injury or potential for injury to the suspect as outlined in SPD Manual Section 8.400.

**H. Conduct-Based Use of Force Investigation:** A use of force investigation conducted by the Force Investigation Team based on a sworn supervisor or commander's belief that the force used may involve criminal conduct or misconduct by a sworn, Department employee. This does not include acts of employee misconduct appropriate for supervisory investigation as defined by SPD Manual Section 5.002.

**I. Type I Use of Force:** Low level force that causes transient pain (or complaint of transient pain) or disorientation, but does not cause, and would not reasonably cause injury or otherwise require a Type II investigation. This includes intentionally pointing a firearm at a person, but does not include un-holstering or displaying a firearm without intentionally pointing it at a person, including at the high and low ready positions or simply displaying any weapon.

**J. Type II Use of Force:** Force that causes physical injury greater than temporary pain or redness, or could reasonably be expected to cause such an injury, or results in a complaint of such an injury, and does not rise to the level of a Type III investigation. This includes the use of intentional ramming with a vehicle or use of the PIT (Pursuit Intervention Technique) Maneuver.

**K. Type III Use of Force:** Force that results in, or could reasonably be expected to result in Great Bodily Harm [RCW 9A.04.110 (4)(c)] or Substantial Bodily Harm [9A.04.110 (4)(b)], to include:

- Broken bones and an admission to the hospital for treatment; or
- The use of deadly force; or
- Use of force that results in a subject's loss of consciousness as a result of the force; or
- Use of force that potentially involves criminal conduct or misconduct, which does not include acts of employee misconduct appropriate for supervisory



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investigation as defined by SPD Manual Section 5.002 on the part of the officer; or

- The application of a neck or carotid restraint as defined by Manual Section 8.050; or
- A hard strike to the head or neck with an impact weapon; or
- The use of stop sticks against a moving motorcycle.

**L. In-Custody Death:** Any death that occurs while a subject is in SPD custody or; any death that occurs while a subject is incarcerated at the King County Jail or King County Youth Service Center (SPD Manual Section 15.055), irrespective of the arresting agency.

**M. In-Custody Death Statement:** An In-Custody Death Statement is a compelled statement detailing the Involved Officer's actions specific to an in-custody or potential in-custody death incident. These statements will be completed by Involved Officer(s) when there is an in-custody death that is not associated with:

- A reportable use of force incident; or
- A conduct-based FIT investigation.

**N. Holding Cell Video (HCV):** Refers to the stand-alone camera recording system at each Department precinct that captures video footage of the individual holding cells, the holding cell common areas, the BAC areas, the sally port areas and precinct evidence storage rooms. The video footage is then normally transmitted to the HCV Dedicated Workstation where it may be viewed in real time.

**O. In-Car Video (ICV):** Refers to the networked camera/audio-recording system installed in selected Department vehicles that captures video/audio footage when activated by the assigned officer. This video/audio footage is then normally transmitted to the Department's server at the end of the officer's shift.

**P. Body Worn Video (BWV):** Refers to a video camera worn by an officer on the exterior of their uniform.



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**Q. Conductive Energy Device (CED)/Conducted Electrical Weapon (CEW):** Refers to an individually issued less lethal device, also commonly referred to as a TASER.

**R. Exigent Circumstances:** When used in conjunction with portions of this Manual that refer to interviews of Involved or Witness Officers, "Exigent Circumstances" refers to a narrow category of circumstances approved and documented by the FIT Commander in which the:

- Officer's ability to participate in a contemporaneous interview is prevented due to a medical condition or temporary disability, or
- The Department's ability to conduct a timely interview is compromised by extraordinary circumstances (e.g., civil disorder, ongoing threat, or other emergency).

For purposes of this Manual, an "Exigent Circumstance" does not include a shortage of FIT personnel to respond to the incident(s) under investigation. In such cases, the expected response is not to excuse the officer from an otherwise-required interview, but instead to summon additional investigative resources, such as utilizing non-FIT detectives or other qualified investigators who were not involved in the underlying incident(s) as available. The FIT Commander's decision to excuse an officer from the expected same-shift interview will be specifically reviewed and approved by the Force Review Board.

**S. Hospitalization:** Refers to the subject of a use of force requiring admission to a hospital for injuries incurred as a result of the use of force. Admission occurs when the subject is assigned a room for a stay exceeding an ER visit.



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<b>Force Investigations</b>	<b>Effective Date:</b> 09/15/2019
<b>Operations- Type III Force Investigations (Non-OIS)</b>	

### **I. Type III Use of Force Investigations**

For investigations based on degree of injury, potential for injury, or suspected injury to the subject, the Force Investigation response will include a Force Investigation Commander, the Force Investigation Sergeant, an appropriate number of detectives, representatives of the Office of Police Accountability and representatives of the Training Unit. Neither the Police Accountability representative nor the Training Unit representative will have an investigative role at the scene, but the Training Unit representative must be provided with sufficient access and information to accomplish his or her duty to identify policy and training issues and the OPA representative must be provided with sufficient access and information to accomplish his or her duty to identify any potential misconduct.

#### **A. Type III Use of Force Investigations Will be Based on the Following Criteria:**

1. Use of force incidents that cause either Great Bodily Harm or Substantial Bodily Harm, as defined in this manual (i.e.: broken bones, serious lacerations, treatment requiring hospitalization).
2. Use of Deadly Force incidents except those incidents involving the discharge of a firearm.
3. Use of force incidents where the subject loses consciousness as a result of the force used.
4. Use of force incidents where a neck or carotid restraint is applied.



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5. Use of force incidents where an impact weapon is used in a hard strike to the head or neck (less lethal munitions, flashlight, nightstick or other object).
6. Use of force referrals approved for investigation by the Force Investigation Commander.

### **B. Force Investigation Detective Responsibilities:**

1. Ensure a canvass is promptly completed for civilian witnesses and request audio recorded interviews with those witnesses. Multiple canvassing efforts may be necessary. The results of the canvass (e.g. detectives conducting canvass, date, time, location, outcome, etc.) will be documented in the Force Investigation Report and reported to a FIT supervisor.
2. Arrange for a timely canvass for any privately-owned video that may have captured the incident and obtain a copy. Multiple canvassing efforts may be necessary. The results of the video canvass will be documented in the Force Investigation Report and reported to a FIT supervisor.
3. Attempt to collect social media videos and images (YouTube, etc.) or request this collection by the Criminal Intelligence Section.
4. Determine if there is an immediate need for a specific ICV (in-car video) upload, BWV (body worn video) download, or HCV (holding cell video) download. Involved Officer's ICV and BWV will be uploaded as soon as practical. The Involved Officer's ICV hard drive will be removed from the Involved Officer's patrol car and placed into evidence.
5. Respond to the subject's location and request a medical release, as well as an audio recorded interview. Attempt to photograph the subject's injuries and/or area the subject is complaining of injuries. Photos of the subject's features should be taken for identification purposes.
6. Conduct interviews/walkthroughs with Involved or Witness Officers as required for the investigation.
7. Ensure Witness Officers respond to the Force Investigation Unit Office.





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8. Photograph Involved Officers & Witness Officers who were in the immediate area and witnessed the use of force. (Photographs should include close-up photos of the officer's injuries if present, all duty equipment on the officer at the time of the incident, and any torn clothing and damaged equipment).
9. Complete an in-person audio-recorded interview of Type III Involved Officer(s) prior to them going off shift, unless Exigent Circumstances require an extension. They may elect to have a Bargaining Unit and/or legal representative present at this interview. If the interview is delayed, the reason for the delay will be noted in the investigative file.
10. Download Involved Officer's TASER data (if equipped). Unless needed for the investigation, the TASER will be immediately returned to the officer after the download is complete.
11. Complete a scene sketch when processing interior scenes, and in other cases where photographic evidence does not adequately portray the scene.
12. Process and collect all evidence related to the use of force incident (except when CSI Unit Detectives process the scene).
13. Review and upload all ICV, BWV, HCV, 911 Audio, SPD Radio traffic, photos, audio, and private video related to the use of force incident.
14. Prepare a PowerPoint presentation for the Force Review Board for each Type III Use of Force Incident required to be presented to the FRB.
15. Upload all relevant case documentation and material into IAPro.
16. Complete a Force Investigation Report (FIR) that presents, in a neutral fashion, the investigation undertaken.
17. Complete the investigation in time for the case to be submitted by FIT for review within 60 calendar days unless the Assistant Chief of the Professional Standards Bureau approves an extension. Case Detectives or the FIT Sergeant will submit the reason for any extension to the FIT Captain via chain of command.
18. The completed investigation must have explored all relevant evidence and lines of investigative inquiry to perform a thorough, fair, and complete



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investigation that provides subsequent decision-makers with the information necessary to adjudicate the incident fairly, thoroughly, and objectively.

### **C. Force Investigation Sergeant Responsibilities:**

1. Take control of the scene upon their arrival. Meet with FIT investigators to consult regarding investigative strategies and canvassing efforts.
2. Arrange for photographing and processing of the scene, either by Force Investigation Detectives or CSI Detectives.
3. Ensure Witness Officers are separated from each other, remain separated until after statements have been given, and are ordered not to discuss the incident. Arrange for them to respond to the FIT office, submit a Witness Officer statement and upload their ICV and BWV prior to the end of their shift.
4. Ensure Involved Officers who used Type I or Type II force are separated from each other, remain separated until after statements have been given, and are ordered not to discuss the incident. Arrange for them to submit a written use of force statement using a Blue Team entry if appropriate and upload their ICV and BWV prior to the end of their shift. When appropriate, in lieu of a written statement, arrange for them to participate in a formal in-person FIT audio-recorded interview prior to them going off shift, unless Exigent Circumstances require an extension.
5. Ensure Involved Officer(s) who used Type III force are separated from each other, remain separated until after statements have been given, and are ordered not to discuss the incident. Arrange for them to participate in the in-person FIT audio-recorded interview prior to them going off shift, unless Exigent Circumstances require an extension. Arrange for the upload of their ICV and BWV.
6. Upon the conclusion of the interview, the FIT Sergeant may schedule a follow-up interview with the Involved Officer(s). This interview will be cancelled if it is later deemed unnecessary.
7. Ensure Involved Officer(s) complete a Blue Team Use of Force report and route it to the Force Investigation Commander.



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8. Ensure all Involved Officers receive a "Use of Force Post Incident Checklist" prior to going off shift.
9. Within ten days of the incident, complete a thorough review of Involved Officer and Witness Officer statements to determine if any additional information or clarification is needed. If a statement is found to be deficient; order officer to provide additional information to support a thorough investigation of the incident.
10. Review the completed investigation, and document the review. The sergeant's review shall clearly identify instances where accounts of pertinent facts or details appear to be in conflict with each other or appear to be in conflict with the physical evidence. The sergeant's review shall also note any deviations from FIT investigative protocols that occurred.

### **D. Force Investigation Unit Commander Responsibilities:**

1. Arrange for any immediate ICV and BWV uploads.
2. Coordinate with the responding patrol sergeant to ensure that all officers who responded to the incident upload their ICV and BWV by the end of their shift.
3. Determine, with the assistance of Patrol and FIT supervisors, which officers are eyewitnesses to the use of force or other critical elements of an event under investigation so that they may be identified for an in-person interview. Witness Officers who do not fall into this category may be permitted to submit a written statement in lieu of an in-person interview where there is little additional evidentiary value in a recorded versus a written statement. The FIT Commander may also allow the substitution of a written statement where Exigent Circumstances exist. The FIT Commander shall note the circumstances and the reason for the decision in any case where an eyewitness did not submit to an in-person interview and will document these in the case file. Any such decision does not preclude the FIT Commander from ordering follow-up interviews if and when appropriate.
4. Arrange to have the ICV hard drives removed from the vehicles of Involved Officers who used Type III force, and arrange for replacement of



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the hard drives with spare units. Other ICV hard drives may be removed and replaced as needed to further the investigation.

5. Arrange for any identified HCV or BWV download as required to further the investigation.
6. Read and provide a copy of the Involved Officer Advisement as well as the Police Officer's Bill of Rights to Involved Officers at the beginning of any audio-recorded, in-person interview.
7. Ensure a "Major Incident Summary" is completed and routed to the Involved Officer's chain of command, The Department command staff, and the Force Investigation Unit chain of command within 12 hours of the event.
8. Confirm the CISM/Peer Support Coordinator has been notified and is arranging for a CISM response and/or referral for any Involved Officer or Witness Officer as appropriate.
9. Review the completed use of force investigation, and identify specific issues to be resolved by the Force Review Board including factual disputes, training issues, policy issues, and equipment issues.
10. Present the completed investigation to the Force Review Board. The presentation shall comprise a neutral summary of the investigation and shall identify which facts are disputed and the extent to which there are conflicts in the evidence.

### **E. Training Unit Responsibilities:**

1. The Training Unit representative will not have an investigative role during the Use of Force investigation, but will participate in briefings during the investigation and provide the Training Unit's perspective regarding training issues pertinent to the incident under investigation. The Training Unit will be responsible for discussing their perspective on the incident at the Force Review Board.
2. The Training Unit representative may use information from the investigation to formulate new training, develop lessons learned, and devise



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tactical improvement opportunities for consideration by the Force Review Board and the Education and Training Section.

3. The Training Unit representative will collect and submit to the Force Investigation Unit Commander any training records or other documentation required for the investigation.

### **F. Office of Police Accountability (OPA) Responsibilities:**

1. The OPA representative will not have an investigative role during the Use of Force investigation, but will attempt to identify any potential misconduct issues.

### **G. Involved Officer Chain of Command Responsibilities:**

1. The Involved Officer's chain of command will review the investigation and ensure that it is complete and thorough, and where applicable will take and document action regarding training, policy, and equipment issues identified in the FIT investigation.

## **II. Post-Incident Procedures**

### **A. Post-Incident Screening:**

1. Involved or Witness Officers may choose to voluntarily select a MHP from the approved list and contact them for a post incident appointment at their discretion.

a. The Department will provide for as many visits as the mental health professional recommends with an additional visit provided six months after the incident.

b. The witness officer may bring a family member along at no extra charge to any or all covered visits.



**Seattle Police Department  
Force Investigation Team**

<b>Force Investigations</b>	<b>Effective</b>
<b>Operations- Type III (Conduct-Based) Investigations</b>	<b>Date:</b> 09/15/2019

**I. Conduct-Based Use of Force Investigations**

For investigations based on potential criminal conduct or misconduct by a Seattle Police officer during a use of force incident, the Force Investigation response will include a Force Investigation Commander, the Force Investigation Sergeant, an appropriate number of detectives, an Office of Police Accountability representative and a Training Unit representative. For purposes of this response, misconduct will not include acts of employee misconduct appropriate for supervisory investigation as defined by SPD Manual Section 5.002. The Office of Police Accountability representative will take the lead on the misconduct aspect of the investigation.

**A. These Investigations will be Based on the Following Criteria:**

1. Use of force incidents where there is evidence that the force used involves potential criminal conduct or misconduct on the part of an officer.

**B. Force Investigation Sergeant Responsibilities:**

1. Take control of the scene upon their arrival.
2. Arrange for a timely canvass to identify any civilian witnesses, and ensure audio recorded interviews are requested from those witnesses. Multiple canvassing efforts may be necessary. The results of the canvass (e.g. detectives conducting canvass, date, time, location, outcome, etc.) will



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be documented in the Force Investigation Report and reported to a FIT Commander.

3. Arrange for a timely canvass for any privately-owned video that may have captured the incident and obtain a copy. Multiple canvassing efforts may be necessary. Ensure the results of the video canvass are documented in the Force Investigation Report and reported to a FIT Commander.
4. Detectives will attempt to locate social media/news coverage of the incident or submit a request to Criminal Intelligence Section to do so.
5. Arrange for photographing and processing of the scene, either by Force Investigation personnel or CSI Detectives.
6. Detectives will respond to the subject's location and request a medical release, as well as an audio recorded interview. Attempt to photograph the subject's injuries and/or area the subject is complaining of injuries. Photos of the subject's features should be taken for identification purposes.
7. Determine if there is an immediate need for a specific ICV (in-car video) upload, BWV (body worn video) upload, or HCV (holding cell video) download. Involved Officer's ICV will be uploaded as soon as practical. The Involved Officer's ICV hard drive will be removed from the Involved Officer's patrol car and placed into evidence.
8. Ensure detectives conduct interviews/walkthroughs with Witness Officers as required for the investigation.
9. Ensure Witness Officers are separated from each other, remain separated until after statements have been given, and are ordered not to discuss the incident. Arrange for them to respond to the FIT office, submit a Witness Officer statement and upload their ICV and BWV prior to the end of their shift, unless otherwise directed by the FIT Commander.
10. Photograph Involved Officers and Witness Officers who were in the immediate area and witnessed the use of force. (Photographs should include close up photos of the officer's injuries if present, all duty equipment on the officer at the time of the incident, and any torn clothing and damaged equipment).



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11. Ensure Involved Officer(s) who used Type III force are separated from each other, remain separated until after statements have been given, and are ordered not to discuss the incident. Except when Exigent Circumstances require an extension, complete an in-person, audio-recorded interview of Type III Involved Officer(s) prior to them going off shift. They may elect to have a Bargaining Unit and/or legal representative present at this interview. If the interview is delayed, the reason for the delay will be noted in the investigative file.
12. Upon the conclusion of the interview, the FIT Sergeant may schedule a follow-up interview with the Involved Officer(s).
13. Ensure Involved Officers who used Type I or Type II force are separated from each other remain separated until after statements have been given, and are ordered not to discuss the incident. Arrange for them to upload their ICV and BWV prior to the end of their shift. Arrange for them to submit a written use of force statement using a Blue Team entry if appropriate and route it to the Force Investigation Commander. When appropriate, in lieu of a written statement, arrange for them to participate in a formal in-person FIT audio-recorded interview prior to them going off shift, unless Exigent Circumstances require an extension.
14. Ensure Involved Officer(s) who used Type III force complete a Blue Team Use of Force report and route it to the Force Investigation Commander.
15. Download Involved Officer's TASER data (if equipped). Unless needed for the investigation, the TASER will be immediately returned to the officer after the download is complete.
16. Review the completed a scene sketch when processing interior scenes, and in other cases where photographic evidence does not adequately portray the scene.
17. Ensure FIT detectives process and collect all evidence related to the use of force incident (except when CSI Unit Detectives process the scene).
18. Ensure all Involved Officers receive a "Use of Force Post Incident Checklist" prior to going off shift.





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19. Review and upload all ICV, BWV, HCV, 911 Audio, SPD Radio traffic, photos, audio, and private video related to the use of force incident.
20. Within ten days of the incident, complete a thorough review of Involved Officer and Witness Officer statements to determine if any additional information or clarification is needed. If a statement is found to be deficient; order officer to provide additional information to support a thorough investigation of the incident.
21. Closely review the detective's PowerPoint presentation for the Force Review Board for each Type III Use of Force Incident required to be presented to the FRB.
22. Ensure all relevant case documentation and material is uploaded into IAPro.
23. Closely review the detective's Force Investigation Report (FIR) to ensure that it presents, in a neutral fashion, the investigation undertaken. The FIR shall clearly identify instances where accounts of pertinent facts or details appear to be in conflict with each other or appear to be in conflict with the physical evidence.
24. Complete the administrative investigation in time for the case to be submitted by FIT for review within 60 calendar days unless the Assistant Chief of the Professional Standards Bureau approves an extension. Submit the reason for any extension to the FIT Captain via chain of command.
25. Closely monitor and review the detective's investigation to ensure a thorough administrative investigation of the Use of Force, as directed by the Force Investigation Unit Commander. The completed investigation must have explored all relevant evidence and lines of investigative inquiry to perform a thorough, fair, and complete investigation that provides subsequent decision-makers with the information necessary to adjudicate the incident fairly, thoroughly, and objectively.

### **C. Force Investigation Unit Commander Responsibilities:**

1. Identify all Department personnel who responded to or were present during the incident.



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2. Arrange for any immediate ICV and BWV uploads.
3. Coordinate with the responding patrol sergeant to ensure that all officers who responded to the incident upload their ICV and BWV by the end of their shift.
4. Arrange to have the ICV hard drives removed from the vehicles of Involved Officers who used Type III force or discharged a firearm, and arrange for replacement of the hard drives with spare units. Other ICV hard drives may be removed and replaced as needed to further the investigation.
5. Ensure that any applicable HCV is preserved.
6. Read and provide a copy of the Involved Officer Advisement as well as the Police Officer's Bill of Rights to Involved Officers at the beginning of any audio-recorded in-person interview.
7. Complete a "Major Incident Summary" and route it to the Involved Officer's chain of command, the Department command staff, and the Force Investigation Unit chain of command within 12 hours of the event.
8. Confirm the CISM/Peer Support Coordinator has been notified and is arranging for a CISM response and/or referral for any Involved Officer or Witness Officer as appropriate.
9. Coordinate a meeting with the OPA Director or designee, which will normally occur the next business day unless exigent circumstances exist.
  - a. This meeting will be to brief the OPA Director or designee on steps taken by the Force Investigation Unit to date, and facilitate the transfer of any required information regarding the misconduct investigation. The Force Investigation Unit will complete the use of force administrative investigation.
  - b. Should the OPA Director determine that a criminal investigation is appropriate, they will refer the criminal investigation to the appropriate follow-up unit commander, per current OPA practice. The follow-up unit commander will assign the investigation to an uninvolved "Clean Team" follow-up sergeant for investigation.



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c. The follow-up unit commander or assigned follow-up sergeant will consult with a representative of the King County Prosecutor's Office or the City Attorney's Office when necessary.

d. The criminal investigation will have priority access to all witnesses and evidence, but this will not preclude access by the administrative investigation.

e. Any Force Review Board presentation will be delayed until a timely charging decision is made in the criminal case.

10. Review the completed use of force administrative investigation, and identify specific issues to be resolved by the Force Review Board including factual disputes, training issues, policy issues, and equipment issues. The review shall also note any deviations from FIT investigative protocols that occurred.

11. Present the completed investigation to the Force Review Board. The presentation shall comprise a neutral summary of the investigation and shall identify which facts are disputed and the extent to which there are conflicts in the evidence.

### **D. Training Unit Responsibilities:**

1. The Training Unit representative will not have an investigative role during the Conduct-Based Use of Force Investigation, but will attend the meeting with OPA to address any training questions.

2. The Training Unit representative may use information from the use of force investigation to formulate new training, develop lessons learned, and devise tactical improvement opportunities for consideration by the Force Review Board and the Education and Training Unit.

### **E. Office of Police Accountability Unit Responsibilities:**



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1. The OPA representative will have responsibility for actions or decisions related to the misconduct portion of the investigation, to include conducting and scheduling any OPA interviews.

## **II. Post-Incident Procedures**

### **A. Post-Incident Screening:**

1. Involved or Witness Officers may choose to voluntarily select a MHP from the approved list and contact them for a post incident appointment at their discretion.

- a. The Department will provide for as many visits as the mental health professional recommends with an additional visit provided six months after the incident.

- b. The witness officer may bring a family member along at no extra charge to any or all covered visits.



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Force Investigation Team

<b>Force Investigations</b>	<b>Effective Date:</b>
<b>Operations- Officer Involved Shooting (OIS) Investigations</b>	9/15/19

**I. Firearm Discharge Investigations**

For Officer Involved Shooting (OIS) investigations, the FIT response will include a Force Investigation Commander, the Force Investigation Sergeant, an appropriate number of detectives, representatives from the Office of Police Accountability (OPA) and representatives from the the Training Unit. Neither the OPA representative nor the Training Unit representative will have an investigative role at the scene, but the Training Unit representative must be provided with sufficient access and information to accomplish his or her duty to identify policy and training issues and the OPA representative must be provided with sufficient access and information to accomplish his or her duty to identify any potential misconduct.

The FIT Commander shall notify the Office of the Inspector General (OIG) representative, and they will determine whether or not a representative will respond.

**A. Officer Involved Shooting Investigations will be Based on the Following Criteria:**

1. Intentional discharge of a firearm except discharges during legal recreational shooting, range training, hunting or military activity.
2. Unintentional discharge of a firearm, except those with no resulting injury or death that occur at an approved firearm training facility.

**Note:** Intentional discharges at an animal and unintentional discharges with no human injury or death will **not** be considered uses of force; however, the investigative protocol will remain consistent with intentional Officer Involved Shooting investigations.



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### **B. Force Investigation Unit Detective Responsibilities:**

1. Ensure a canvass is promptly completed for civilian witnesses and request audio recorded interviews with those witnesses. Multiple canvassing efforts may be necessary. The results of the canvass (e.g. detectives conducting canvass, date, time, location, outcome, etc.) will be documented in the Force Investigation Report and reported to a FIT supervisor.
2. Arrange for a canvass for any privately-owned video that may have captured the incident and obtain a copy. Multiple canvassing efforts may be necessary. The results of the video canvass will be documented in the Force Investigation Report. All private video obtained during a canvass will be included in the completed case file and reported to a FIT supervisor.
3. Attempt to locate social media/news coverage of the incident or submit a request to Criminal Intelligence Section to do so.
4. Determine if there is an immediate need for a specific ICV (in-car video) upload, BWV (body worn video) upload, or HCV (holding cell video) download. Involved Officer's ICV and BWV will be uploaded as soon as practical. The Involved officer's ICV hard drive will be removed from the Involved Officer's patrol car and placed into evidence.
5. In non-fatal cases, respond to the subject's location and request a medical release, as well as an audio-recorded interview. Attempt to photograph the subject's injuries and/or area the subject is complaining of injuries. Photos of the subject's features should be taken for identification purposes.
6. Conduct interviews/walkthroughs with Involved or Witness Officers as required for the investigation.
7. Ensure Witness Officers respond to the Force Investigation Unit Office otherwise directed by the FIT Commander or Sergeant.
8. Photograph Involved Officers and Witness Officers who were in the immediate area and witnessed the use of force. (Photographs should include close up photos of the officer's injuries if present, all duty equipment on the



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officer at the time of the incident, and any torn clothing and damaged equipment).

9. Complete an in-person, audio-recorded interview of the Involved Officer(s) who used Type III force or discharged their firearm prior to them going off shift, unless Exigent Circumstances require an extension. They may elect to have a Bargaining Unit and/or legal representative present at this interview. If the interview is delayed, the reason for the delay will be noted in the investigative file.
10. CSI shall take custody of the firearm used by the Involved Officer(s) as soon as practical and perform a round count. If probative to matters under investigation, check for evidence of DNA, blood, fingerprint, or other trace evidence on the firearm. Coordinate with CSI to process trace evidence.
11. CSI will place the Involved Officer's firearm into evidence.
12. If there are inconsistencies in evidence regarding number of rounds fired by the Involved Officer (s), check and perform round counts on Witness Officer firearms.
13. Download Involved Officer's TASER data (if equipped). Unless needed for the investigation, the TASER will be immediately returned to the officer after the download is complete.
14. If the scene is not processed by CSI, complete a scene sketch and process and collect all evidence related to the firearm discharge.
15. In cases involving the death of a subject, respond to the Medical Examiner's Office to witness the autopsy.
16. Meet periodically with CSI and the Criminal Investigation Unit investigating the incident (Gangs, Homicide, Robbery, etc.) to ensure appropriate flow of information as necessary to accomplish the Department's goals.
17. Prepare a PowerPoint presentation for the Chief's briefing, if one is requested.
18. Prepare a PowerPoint presentation for the Force Review Board for each Firearm Discharge Incident required to be presented to the FRB.



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19. Review and upload all ICV, BWV, HCV, 911 Audio, SPD Radio traffic, photos, audio, and private video related to the firearm discharge.
20. Upload all relevant case documentation and material into IAPro.
21. Complete a Force Investigation Report (FIR) that presents, in a neutral fashion, the investigation undertaken.
22. Complete the investigation in time for the case to be submitted by FIT for review within 90 calendar days unless the Assistant Chief of the Professional Standards Bureau approves an extension. Case detectives or the FIT Sergeant will submit the reason for any extension to the FIT Captain via chain of command.
23. The completed investigation must have explored all relevant evidence and lines of investigative inquiry to perform a thorough, fair, and complete investigation that provides subsequent decision-makers with the information necessary to adjudicate the incident fairly, thoroughly, and objectively.
24. In cases involving the death of a subject, when directed by the Force Investigation Commander, provide a copy of the entire case file to the King County Prosecuting Attorney's Office for review and consideration of Inquest Proceedings.

### **C. Force Investigation Unit Sergeant Responsibilities:**

1. Take control of the scene upon their arrival. Meet with FIT investigators to consult regarding investigative strategies and canvassing efforts.
2. Arrange for photographing and processing of the scene, either by Force Investigation Detectives or CSI Detectives.
3. Ensure Witness Officers are separated from each other, remain separated until after statements have been given, and are ordered not to discuss the incident. Arrange for them to respond to the FIT office, submit to an interview or provide a written statement as required, and upload their ICV and BWV prior to the end of their shift.
4. Ensure Involved Officers who used Type I or Type II force are separated from each other remain separated until after interviews or statements have





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been given and are ordered not to discuss the incident. Arrange for them to submit a written use of force statement using a Blue Team entry if appropriate and upload their ICV and BWV prior to the end of their shift. When appropriate, in lieu of a written statement, arrange for them to participate in a formal in-person FIT audio-recorded interview prior to them going off shift, unless Exigent Circumstances require an extension.

5. Ensure Involved Officer(s) who used Type III force or discharged a firearm are separated from each other, remain separated until after statements have been given, and are ordered not to discuss the incident and participate in the in-person FIT audio-recorded interview prior to going off shift, unless Exigent Circumstances requires an extension at the approval of the FIT Commander as stated in FIT Manual Integrity Protocols A (4) (page 30).

6. Ensure all Involved Officer(s) who used force, including the discharge of a firearm at a person or the discharge of a firearm resulting in injury or death, complete a Blue Team Use of Force report and route it to the Force Investigation Commander.

7. Ensure Involved Officer(s) who discharged a firearm complete a Blue Team Firearm Discharge report and route it to the Force Investigation Commander.

8. Upon the conclusion of the interview, the FIT Sergeant will schedule a follow-up interview with the Involved Officer(s). This interview will be cancelled if it is later deemed not to be necessary.

9. Complete and forward by e-mail a Significant Incident Report unless another follow-up unit sergeant is taking responsibility for this task.

10. Ensure that all Involved Officers receive an "Officer Involved Shooting Post Incident Checklist" prior to going off shift.

11. Within ten days of the incident, complete a thorough review of Involved Officer and Witness Officer statements to determine if any additional information or clarification is needed. If a statement is found to be deficient; order officer to provide additional information to support a thorough investigation of the incident.



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12. Review the completed investigation, and document the review. The sergeant's review shall clearly identify instances where accounts of pertinent facts or details appear to be in conflict with each other or appear to be in conflict with the physical evidence. The sergeant's review shall also note any deviations from FIT investigative protocols that occurred.

### **D. Force Investigation Unit Commander Responsibilities:**

1. Arrange for any immediate ICV and BWV uploads.
2. Coordinate with the responding patrol sergeant to ensure that all officers who responded to the incident upload their ICV and BWV by the end of their shift.
3. Determine, with the assistance of patrol and FIT supervisors, which officers are eyewitnesses to the use of force so that they may be identified for an in-person interview. Witness Officers that did not see the force or other critical elements of an event under investigation may be permitted to submit a written statement in lieu of an in-person interview where there is little additional evidentiary value in a recorded versus a written statement. The FIT Commander may also allow the substitution of a written statement where Exigent Circumstances exist. The FIT Commander shall note the circumstances and the reason for the decision in any case where an eyewitness did not submit to an in-person interview and will document these in the case file. Any such decision does not preclude the FIT Commander from ordering follow-up interviews if, and when appropriate, such as to address pertinent policy, tactical, training, or equipment issues not fully addressed in the officer's written statement.
4. Arrange to have the ICV hard drives removed from the vehicles of Involved Officers who used Type III force or discharged a firearm, and arrange for replacement of the hard drives with spare units. Other ICV hard drives may be removed and replaced as needed to further the investigation.
5. Arrange for any identified HCV download as required to further the investigation.



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6. Contemporaneous with the taking of any handguns from Involved Officers, provide each Involved Officer with a replacement handgun and ammunition.
7. Read and provide a copy of the Involved Officer Advisement as well as the Police Officer's Bill of Rights to Involved Officers at the beginning of any audio-recorded in-person interview.
8. Ensure a "Major Incident Summary" is completed on the use of force, and routed to the Involved Officer's chain of command, The Department command staff and the Force Investigation Unit chain of command within 12 hours of the event.
9. Confirm the CISM/Peer Support Coordinator has been notified and is arranging for a CISM response for any Involved Officer or Witness Officer, as appropriate.
10. Review and approve proposed media releases regarding the incident.
11. Upon request of the Chief, brief the Chief and command staff regarding the incident.
12. Review the completed use of force investigation, and identify specific issues to be resolved by the Force Review Board including factual disputes, training issues, policy issues, and equipment issues.
13. Present the completed investigation to the Force Review Board. The presentation shall comprise a neutral summary of the investigation and shall identify which facts are disputed and the extent to which there are conflicts in the evidence.

### **E. Training Unit Responsibilities:**

1. The Training Unit representative will not have an investigative role during the Officer Involved Shooting investigation, but will participate in briefings during the investigation and provide the Training Unit's perspective regarding training issues pertinent to the incident under investigation. The Training Unit will be responsible for discussing their perspective on the incident at the Force Review Board.



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2. The Training Unit representative may use information from the investigation to formulate new training, develop lessons learned and devise tactical improvement opportunities for consideration by the Force Review Board and the Education and Training Section.
3. The Training Unit representative will collect and submit any training records or other documentation required for the investigation to the Force Investigation Unit Commander.

### **F. Office of Police Accountability Responsibilities:**

1. The OPA representative will not have an investigative role during the Officer Involved Shooting investigation, but will attempt to identify any potential misconduct issues.

## **II. Post-Incident Procedures**

### **A. Post-Incident Screening:**

1. Involved Officers and Witness Officer Post-Incident Screening will follow DP&P 8.400.



<b>Force Investigations</b>	<b>Effective Date:</b>
<b>Operations- Outside Agency Officer Involved Shooting (OIS) Investigations</b>	9/15/19

**I. Outside Agency Officer Involved Shooting (OIS) Investigations**

For Outside Agency Officer Involved Shooting (OIS) investigations, the FIT response will include a Force Investigation Commander, the Force Investigation Sergeant, and an appropriate number of Detectives.

**A. Outside Agency Officer Involved Shooting (OIS) Investigations will be Based on the Following Criteria:**

1. Request by another agency, approved by SPD command staff, to investigate that outside agency’s Officer Involved Shooting incident.

**B. Force Investigation Unit Detective Responsibilities:**

1. Ensure a canvass is promptly completed for civilian witnesses and request audio recorded interviews with those witnesses. Multiple canvassing efforts may be necessary. The results of the canvass (e.g. detectives conducting canvass, date, time, location, outcome, etc.) will be documented in the Force Investigation Report and reported to a FIT supervisor.

2. Arrange for a canvass for any privately-owned video that may have captured the incident and obtain a copy. Multiple canvassing efforts may be necessary. The results of the video canvass will be documented in the Force Investigation Report and reported to a FIT supervisor. All private video obtained during a canvass will be included in the completed case file.

3. Attempt to locate social media/news coverage of the incident or submit a request to Criminal Intelligence Section to do so.



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4. Determine if there is an immediate need for a specific ICV (in-car video) upload, BWV (body worn video) upload, or HCV (holding cell video) download. Involved Officer's ICV and BWV will be uploaded as soon as practical. The Involved Officer's ICV hard drive may be removed from the Involved Officer's patrol car and placed into evidence.
5. In non-fatal cases, respond to the subject's location and request a medical release, as well as an audio-recorded interview. Attempt to photograph the subject's injuries and/or area the subject is complaining of injuries. Photos of the subject's features should be taken for identification purposes.
6. Conduct interviews/walkthroughs with Involved or Witness Officers as required for the investigation, consistent with the agency's policies, if applicable.
7. Ensure Witness Officers respond to the Force Investigation Unit Office to complete their Witness Officer Statements unless otherwise directed by the FIT Commander or Sergeant.
8. Photograph Involved Officers & Witness Officers who were in the immediate area and witnessed the use of force. (Photographs should include close-up photos of the officer's injuries if present, all duty equipment on the officer at the time of the incident, and any torn clothing and damaged equipment).
9. Obtain statements from the Involved Officers in a manner consistent with the outside agency's policies, if applicable.
10. Unless collected by CSI from the scene, takes custody of the firearm used by the Involved Officer(s) as soon as practical and perform a round count. If probative to matters under investigation, checks for evidence of DNA, blood, fingerprint, or other trace evidence on the firearm. Coordinate with CSI to process trace evidence.
11. Place the Involved Officer's firearm into evidence.
12. Download Involved Officer's TASER data (if equipped). Unless needed for the investigation, the TASER will be immediately returned to the officer after the download is complete.



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13. If the scene is not processed by CSI, complete a scene sketch and process and collect all evidence related to the firearm discharge.
14. In cases involving the death of a subject, respond to the Medical Examiner's Office to witness the autopsy.
15. Meet periodically with CSI and the Criminal Investigation Unit investigating the incident to ensure appropriate flow of information as necessary to accomplish the Department's goals.
16. Prepare PowerPoint presentations for any required agency briefings and reviews.
17. Review and upload all ICV, BWV, HCV, 911 Audio, police radio traffic, photos, audio, and private video related to the firearm discharge.
18. Uploads all relevant case documentation and material into IAPro.
19. Complete a Force Investigation Report (FIR) that presents, in a neutral fashion, the investigation undertaken.
20. Complete the investigation in time for the case to be submitted by FIT for review within 90 calendar days unless the Assistant Chief of the Professional Standards Bureau approves an extension. Case detectives or the FIT Sergeant will submit the reason for any extension to the FIT Captain via chain of command.
21. The completed investigation must have explored all relevant evidence and lines of investigative inquiry to perform– a thorough, fair, and complete investigation that provides subsequent decision-makers with the information necessary to adjudicate the incident fairly, thoroughly, and objectively.
22. In cases involving the death of a subject, when directed by the Force Investigation Commander, provide a copy of the entire case file to the King County Prosecuting Attorney's Office for review and consideration of inquest proceedings.

### **C. Force Investigation Unit Sergeant Responsibilities:**



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1. Take control of the scene upon their arrival. Meet with FIT investigators to consult regarding investigative strategies and canvassing efforts.
2. Arrange for photographing and processing of the scene, either by Force Investigation Detectives or CSI Detectives.
3. Coordinate with the outside agency supervisors to request Witness Officers are ordered not to discuss the incident, are separated from each other, and remain separated until after statements have been given. Arrange for them to respond to the FIT office or other location if appropriate (agency office), submit a Witness Officer statement and upload their ICV and BWV prior to the end of their shift.
4. Coordinate with the outside agency supervisors to request Involved Officers who used force are ordered not to discuss the incident, are separated, and remain separated until they complete their force reporting as required by their agency policy. Ensure their ICV and BWV is uploaded prior to the end of their shift.
5. Coordinate with the outside agency supervisors to ensure that all Involved Officers receive appropriate paperwork and orders prior to going off shift.
6. Within ten days of the incident, complete a thorough review of Involved Officer and Witness Officer statements to determine if any additional information or clarification is needed. If a statement is found to be deficient; work with agency supervisors to obtain additional information to support a thorough investigation of the incident.
7. Review the completed investigation, and document the review. The sergeant's review shall clearly identify instances where accounts of pertinent facts or details appear to be in conflict with each other or appear to be in conflict with the physical evidence.

### **D. Force Investigation Unit Commander Responsibilities:**

1. Coordinate Seattle Police response with outside agency commanders.





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2. Coordinate with outside agency supervisors to ensure all ICV, HCV, and BWV is preserved, collected, and loaded into the case file as soon as possible.
3. If at any time during the investigation there is an indication of possible criminal conduct involving an officer, meet with SPD and outside agency command to coordinate the continuing investigations.
4. Ensure a "Major Incident Summary" is completed on the use of force, and routed to the Department command staff and the Force Investigation Unit chain of command within 12 hours of the event.
5. Confirm that outside agency or SPD CISM/Peer Support Coordinator has been notified and is arranging for a CISM response for any Involved Officer or Witness Officer, as appropriate.
6. Coordinate with outside agency command regarding any proposed media releases regarding the incident.
7. Brief the Chief of Police and Chief of Professional Standards regarding the incident.
8. Brief the outside agency executive as required on the progress of the investigation.
9. Review the completed use of force investigation.
10. Present the completed investigation to the outside agency in a manner consistent with their practices and requirements.



**Seattle Police Department  
Force Investigation Team**

<b>Force Investigations</b>	<b>Effective Date:</b>
<b>Operations-In-Custody Death Investigations</b>	9/15/19

**I. In-Custody Death Investigations**

For investigations involving the death or potential death of a subject in the custody of the Seattle Police Department, the King County Jail, or the King County Youth Service Center, the Force Investigation response will include a Force Investigation Commander, the Force Investigation Sergeant, and an appropriate number of detectives. OPA will be afforded the same access to In-Custody Death Investigations as they do to Type III Investigations. In-Custody Death Investigations will not include any incident where reportable physical force was used on the subject by sworn Seattle Police personnel prior to the death, those incidents will be investigated consistent with the Type III Use of Force Investigation protocols.

**A. In-Custody Death Investigations will be Based on the Following Criteria:**

1. Death or potential death of any person in physical custody of the Seattle Police Department, or at a Seattle Police Department facility, King County Jail, or King County Youth Service Center.

**B. Force Investigations Detective Responsibilities:**

1. Arrange for a timely canvass to identify any civilian witnesses and request audio recorded interviews from those witnesses. Multiple canvassing efforts may be necessary. The results of the witness canvass (e.g. detectives conducting canvass, date, time, location, outcome, etc.) will be documented in the Case Investigation Report.



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2. Arrange for a canvass for any privately-owned video that may have captured the contact and obtain a copy. Multiple canvassing efforts may be necessary. The results of the video canvass will be documented in the Case Investigation Report.
3. Determine if there is an immediate need for a specific ICV (in-car video) upload, BWV (body worn video) upload, or HCV (holding cell video) download. All applicable ICV and BWV of responding officers will be attached to the investigation.
4. Conduct interviews/walkthroughs with Involved and/or Witness Officers as required for the investigation.
5. Conduct an in-person, audio-recorded interview with officers who:
  1. Had contact with or physical custody of the subject or
  2. Found the subject deceased or witnessed the subject's medical distress or other manifestations of a medical condition prior to them going off shift. They may elect to have a Bargaining Unit and/or legal representative present at this interview.
6. In cases involving the death of a subject, respond to the Medical Examiner's Office to witness the autopsy.
7. If required, the Force Investigation Detective will function as the primary liaison with the Medical Examiner's Office.
8. When directed by the Force Investigation Commander, provide a copy of the entire case file to the King County Prosecuting Attorney's Office for review and consideration of inquest proceedings.

### **C. Force Investigation Unit Sergeant Responsibilities:**

1. Take control of the scene upon arrival. Meet with FIT investigators to consult regarding investigative strategies and canvassing efforts.
2. Arrange for photographing and processing of the scene, either by Force Investigation detectives or CSI detectives.



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3. Ensure Witness Officers are separated, remain separated until after statements have been given, and are ordered not to discuss the incident. If they do not provide a recorded statement, arrange for them to submit a written officer's statement. Ensure they upload their ICV and BWV prior to the end of their shift.
4. Ensure that officers who had physical custody of the subject, found the subject deceased, or witnessed the subject's medical distress or other manifestation of a medical condition are separated, remain separated until after statements have been given, are ordered not to discuss the incident, participate in an audio-recorded interview, and upload their ICV and BWV prior to them going off shift.
5. Ensure that officers receive an "In-Custody Death Post Incident Checklist."
6. Within ten days of the incident, complete a thorough review of all officer statements to determine if any additional information or clarification is needed. If a statement is found to be deficient; order officer to provide additional information to support a thorough investigation of the incident.
7. Review the completed investigation, and document that review. The sergeant's review shall note any deviations from FIT investigative protocols that occurred.

### **D. Force Investigation Unit Commander Responsibilities:**

1. Make appropriate notifications to OPA and Training regarding the response.
2. Arrange for any immediate ICV (in-car video) and BWV (body worn video) uploads.
3. Determine if CSI should process the scene.
4. Coordinate with the responding patrol sergeant to ensure that all officers who responded to the incident upload their ICV and BWV at the end of their shift.



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5. Remove the ICV hard drives from the vehicles of officers who had physical custody of the subject and arrange for replacement of the hard drives with spare units. Other ICV hard drives may be removed and replaced as needed to further the investigation.
6. Arrange for any identified HCV (Holding Cell Video) downloads as required to further the investigation.
7. Order compelled statements from officers who
  1. Had contact with or physical custody of the subject or
  2. Found the subject deceased or witnessed the subject's medical distress or other manifestations of a medical condition.
8. Ensure a "Major Incident Summary" is completed on the in-custody death, and routed to the Involved Officer's chain of command, The Department command staff and the Force Investigation Unit chain of command within 12 hours of the event.
9. Confirm the CISM/Peer Support Coordinator has been notified and arrange for a CISM response and/or referral for any Involved Officer or Witness Officer, as appropriate.

## **II. Post-Incident Procedures**

### **A. Post-Incident Screening:**

1. Involved or Witness Officers may choose to voluntarily select a MHP from the approved list and contact them for a post incident appointment at their discretion.
  - a. The Department will provide for as many visits as the mental health professional recommends with an additional visit provided six months after the incident.
  - b. The witness officer may bring a family member along at no extra charge to any or all covered visits.



## Seattle Police Department Force Investigation Team

### **III. Delayed In-Custody Death Investigations**

The Seattle Police Department Force Investigation Unit will be responsible for the investigation into inmate deaths that occur at a King County Department of Adult or Juvenile Detention Facilities located in the City of Seattle, consistent with our Memorandum of Understanding (MOU). The Force Investigation response to these incidents will be tailored to the specific circumstances present.

#### **A. Delayed In-Custody Death Investigations will be Based on the Following Criteria:**

1. All deaths that occur while the subject is in-custody at a King County Department of Adult or Juvenile Detention facility located in the City of Seattle.

#### **B. Force Investigation Detective Responsibilities:**

1. If circumstances dictate, request an audio recorded interview of witnesses.
2. If available, arrange for a download of any applicable KCJ owned video and obtain a copy.
3. In cases involving the death of a subject, respond to the Medical Examiner's Office to witness the autopsy.
4. The Force Investigation Detective will function as the primary liaison with the Medical Examiner's Office.

#### **C. Force Investigation Sergeant Responsibilities:**

1. Take control of the scene upon their arrival. Meet with FIT investigators to consult regarding investigative strategies and canvassing efforts.



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2. Arrange for photographing and processing of the scene, either by Force Investigation detectives or CSI detectives.
3. Require that the primary responding SPD officer prepares an Offense Report.

### **D. Force Investigation Unit Commander Responsibilities:**

1. Ensure a "Major Incident Summary" is completed and routed to the Force Investigations unit chain of command.
2. Notify the CISM/Peer Support Coordinator and arranging for a CISM response and/or referral for any Involved Officer or Witness Officer if appropriate.



<b>Force Investigations</b>	<b>Effective Date:</b>
<b>Operations- Serious Assaults against Officers Investigations</b>	9/15/19

**I. Serious Assaults Against Officers Investigations (Investigations Assigned to FIT)**

For investigations involving intentional assaults with serious injury to a police officer, the Force Investigation response will include a Force Investigation Commander, a Force Investigation Sergeant, and an appropriate number of Force Investigation Detectives. If the assault occurs during an incident involving a Type III Use of Force or In-Custody Death, the assault to the officer portion of the incident will be forwarded to the Homicide Unit for a possible response and follow-up investigation. The protocols in this section only apply in cases where no other FIT response is conducted. If the incident involves a Type III Use of Force or In-Custody Death, then those sections of the FIT Manual will govern FIT’s response.

**A. Serious Assaults Against Officers Investigations Will be Based on the Following Criteria:**

1. Assaults against officers where:
  - The officer sustains: either great bodily harm or substantial bodily harm as a result of the assault (broken bones, serious lacerations, treatment requiring hospitalization); or
  - The officer loses consciousness as a result of the assault; or
  - The assault against officer was approved for investigation by the FIT Commander.

**B. Force Investigation Detectives Responsibilities:**





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1. Arrange for a timely canvass to identify any civilian witnesses and request audio recorded interviews from those witnesses. Multiple canvassing efforts may be necessary. The results of the witness canvass (e.g. detectives conducting canvass, date, time, location, outcome, etc.) will be documented in the Case Investigation Report.
2. Arrange for a timely canvass for any privately-owned video that may have captured the contact and obtain a copy. Multiple canvassing efforts may be necessary. The results of the video canvass will be specifically documented in the Case Investigation Report.
3. Determine if there is an immediate need for an ICV (in-car video) upload, BWV (body worn video) upload, or HCV (holding cell video) download. All applicable ICV and BWV of responding officers will be attached to the investigation.
4. Respond to any arrested subject's location and request an audio-recorded interview.
5. Request a medical release from the injured officer as required for the investigation.
6. Ensure all required booking paperwork is completed for any in-custody suspect.
7. If the suspect is not in-custody, Force Investigation Detectives will ensure that an officer safety bulletin with suspect information is prepared and distributed.
8. Forward assault charges, when applicable based on current King County Prosecutor's Office filing standards, to the King County Prosecutor's Office.

### **C. Force Investigations Sergeant Responsibilities:**

1. Take control of the scene upon their arrival. Meet with FIT investigators to consult regarding investigative strategies and canvassing efforts.
2. Arrange for photographing and processing of the scene, either by Force Investigation Detectives or CSI Detectives.



## Seattle Police Department Force Investigation Team

3. Arrange for officers to submit a written statement prior to the end of their shift, unless Exigent Circumstances require an extension.

### **D. Force Investigation Unit Commander Responsibilities:**

1. Arrange for any immediate ICV (in-car video) and BWV (body worn video) upload.
2. Coordinate with the responding patrol sergeant to ensure that all officers who responded to the incident upload their ICV and BWV by the end of their shift.
3. Arrange for any identified HCV download as required to further the investigation.
4. Confirm the CISM/Peer Support Coordinator has been notified and arranges for a CISM or Hospital Team response and/or referral for any officer, as appropriate.
5. Ensure a "Major Incident Summary" is completed on the officer assault and routed to the Involved Officer's chain of command, the Department command staff and the Force Investigation Unit chain of command within 12 hours of the event.

## **II. Post-Incident Procedures**

### **A. Post-Incident Screening:**

1. Injured or Witness Officers may choose to voluntarily select a MHP from the approved list and contact them for a post incident appointment at their discretion.

- a. The Department will provide for as many visits as the mental health professional recommends with an additional visit provided six months after the incident.

- b. The witness officer may bring a family member along at no extra charge to any or all covered visits.



# Seattle Police Department Force Investigation Team



# Seattle Police Department Force Investigation Team

<b>Force Investigations</b>	<b>Effective Date:</b>  9/15/19
<b>Operations-Scene and Evidence Processing</b>	

## **I. Scene and Evidence Processing**

Force Investigation personnel will be trained and equipped for scene processing, to include photography and basic scene diagramming. Complex or larger scale scenes requiring a higher level of processing and analysis may be processed by the Crime Scene Investigations Unit under the direction of the FIT Sergeant or Commander.

### **A. Force Investigation Personnel Will Ensure that All Incident Scenes are Processed using the Following Techniques:**

1. Initial overall scene photos will be taken first, including photos of items of evidentiary value.
2. Evidence placarding: After the initial photos are taken, items of evidentiary value will be marked with numbered evidence placards or evidence markers and photographed with these markers.
3. Digital photography: The scene will be photographed using a digital camera, with all resulting images uploaded into the Digital Evidence Management System (DEMS).
4. Scene measurement and diagramming: In cases involving interior scenes, and in other cases where photographic evidence does not adequately portray the scene, Force Investigation personnel will be responsible for a basic scene diagram that shows the location of significant items of evidence, as well as the basic details of the scene, including all relevant physical measurements



## Seattle Police Department Force Investigation Team

5. Involved and Witness Officers may be compelled to submit to non-invasive forensic evidence collection such as collection of clothing and equipment, and swabbing for gunshot residue (GSR), blood, or other forensic evidence as applicable. Officers may also be requested to submit to blood alcohol and drug testing in accordance with Department policy (including DP&P 5.170) and law.
6. GSR, blood, DNA, and trace evidence collection and testing may be ordered where they may have probative value in evaluating the incident(s) under investigation.

### **B. Evidence Processing:**

1. All video evidence will be uploaded into the IAPro Case File. This includes all applicable ICV/HCV/BWV as well as any privately-owned video.
2. Provided the video has been successfully transferred to COBAN and IAPro, and that there is no other evidentiary reason to retain them, ICV hard drives may be released from evidence 30 days after the conclusion of the FRB with approval from the involved prosecutor (if any).
3. TASER downloads: CED/CEW data will be downloaded for officers involved in the use of force that were carrying a CED/CEW at the time of the incident, regardless of whether the TASER was applied.
4. Medical releases and resulting documentation of injuries will be requested from all injured parties and attached to the case file.



# Seattle Police Department Force Investigation Team

<b>Force Investigations</b>	<b>Effective Date:</b>
<b>Operations-Integrity Protocols</b>	9/15/19

## I. Integrity Overview

Many requirements are in place throughout this manual to ensure the integrity, transparency, and thoroughness of FIT investigations. This manual section details protocols and oversight steps to be taken by FIT personnel to achieve these goals. Nothing in this section should be read or interpreted to impede, taint, or prejudice

- (a) securing the scene of such an incident and ensuring public safety,
- (b) the right of the people in Seattle to a full, fair, and transparent investigation, or
- (c) the conduct of the criminal investigation or prosecution of the suspect and, if appropriate, SPD personnel.

Likewise, if SPD personnel are under criminal investigation, great care must be taken to avoid sharing the contents or the fruits of a compelled interview of the Involved Officer by administrative investigators with criminal investigators.

A single use of force event, such as an officer-involved shooting, potentially gives rise to four different investigations and perspectives:

- (1) an investigation of any criminal conduct by a suspect,
- (2) an administrative investigation of the Use of Force by SPD personnel,
- (3) an investigation of any administrative misconduct by a SPD employee, and
- (4) an investigation of any criminal conduct by a SPD employee.



## Seattle Police Department Force Investigation Team

OPA, headed by a civilian Director, provides transparency and acts to ensure that internal SPD investigations are full, fair, complete, and unbiased. OPA has the authority to investigate any reasonably suspected administrative misconduct by an SPD employee. The FIT Captain and the OPA Director, if and when criminal conduct by a SPD employee is reasonably suspected, will confer with one another (and others, such as a KCPAO) to confirm their reasonable suspicion of criminal conduct. A criminal investigation into the conduct of an SPD employee will begin if either the FIT Captain and/or the OPA Director determine that a criminal investigation is warranted. At this point, if criminal conduct by a SPD employee is suspected, the investigation is immediately bifurcated into a criminal track investigation and an administrative track investigation. The OPA Director shall determine whether the criminal investigation is to be conducted internally by a SPD Criminal Investigations Unit or by an external law enforcement agency. FIT has primary responsibility for the administrative investigation of the use of force. Both the FIT Captain and the OPA Director are responsible for ensuring that any criminal investigation is not tainted by a compelled statement obtained in the administrative investigation or evidence derived from the compelled statement.

### **A. Basic Integrity Protocols:**

1. After the use of force incident occurs, and after the scene is secured, the Involved and Witness Officers will be separated and directed not to speak to each other about the incident. Nor will they be permitted to review video or audio of the incident.
2. As soon as practicable thereafter, the Involved Officer and Witness Officers will remain separated and transferred to an appropriate location for an interview or to provide a written statement as provided herein.
3. Once FIT has taken investigatory responsibility for a case, FIT shall instruct officers that they will not be permitted to review video or audio of the incident from any source (DICV, BWV, News, etc.) prior to their initial FIT interview, after the conclusion of the public safety statement, and will ascertain whether, prior to FIT assuming investigatory responsibility, the officer reviewed any video and if so, the circumstances under which that



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review occurred. Prior to FIT's arrival at the scene and assuming investigatory responsibility, no SPD personnel may permit any involved or witness officer to review video or audio. This protocol is intended to capture a clean "perceptual statement" untainted by the review of any external evidence. Differences between perception and "objective" sources such as video may be explicable due to the limits of human perception and memory (e.g., selective focus, influence of adrenaline, fight or flight response, tunnel vision) and expanded capacity of video sources (e.g., wider field of vision and consistent focal range). An officer may only be disciplined for a discrepancy between his or her perceptual statement and objective evidence if the Department finds that the officer made intentional misrepresentations or where the officer fails to fully cooperate with a perceptual interview. If there are material differences between objective evidence and the perceptual statement, those differences should be explored at the time of the initial interview and may also be explored through follow-up interviews. FIT may call any officer subject to interview for a follow-up interview(s). Prior to conducting the follow-up interview, the FIT investigator will review the interview plan with his or her supervisor, including what materials may be shown to the officer and how such materials are to be introduced during the interview. FIT will ensure that the order and content of information presented during the interview is beneficial to the investigation and does not interfere with the objective collection of information from the interviewee (for instance by suggesting answers to questions).

4. Absent Exigent Circumstances that preclude immediate interview, the required officers will give an audio-recorded interview in the presence of an OPA representative, after being afforded a reasonable opportunity to consult with a Bargaining Unit representative and attorney. Where Exigent Circumstances have precluded an immediate interview, FIT will conduct the interview as soon as thereafter, as practicable. Officers requiring less involved medical attention (e.g., on-site attention or brief visit to the emergency room) will be subject their normal interview as soon as they are capable of participating. FIT shall note interview delays and the reasons for them in the case file.

5. Unless the Involved Officer agrees to voluntarily participate in the FIT interview, the FIT Commander will compel their participation in an interview. There shall be no pre-interview discussing the substance of the investigation





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or any dialogue with the Involved Officer discussing the substance of the investigation other than a Public Safety Statement and scene walk-through. The FIT investigators may explain the process of the interview to the interviewee but shall not discuss the substance of the investigation or interview prior to the audio recorded interview with the OPA representative present.

6. The interview of the Involved Officer and any other witnesses will not contain leading questions or any other coaching of the witness to give particular answers. Leading questions are questions that suggest the answer. Direct and specific follow-up questions are expected as normal interview practice.

7. Following an officer involved shooting, the Involved Officer will be placed on administrative leave when the interview and other required FIT processing (Blue Team, walk through, photography) is concluded.

8. In the event of reasonable suspicion of possible criminal conduct by the Involved Officer, the FIT shall take all necessary steps to preclude tainting of either the underlying criminal investigation of the suspect(s) or the potential criminal investigation of the Involved Officer.

### **B. Overall Interaction Between FIT and OPA:**

1. An OPA representative shall presumptively be permitted to monitor all interviews, be given a walk-through, and receive all investigatory, evidentiary, and laboratory reports upon request. If the FIT Commander concludes that the OPA representative's presence at a witness interview is tactically, strategically, or otherwise prejudicial to a specific interview or other part of an investigation, the FIT Commander will personally confer with the OPA Director. If the OPA Director desires to contest the FIT Commander's conclusion, the Assistant Chief of the Professional Standards Bureau shall meet contemporaneously with the OPA Director and the FIT Commander to rule on the issue. The Assistant Chief must thereafter state in writing the specific reasons for OPA representative's exclusion.

### **C. Guidelines for FIT Personnel During the Initial Investigation:**



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1. At the investigation scene, the FIT commander will brief the OPA representative.
2. The OPA representative will presumptively be permitted in the crime scene ("red tape" area) for a walk-through. If the Involved Officer has been given a walk-through, then the same detective who accompanied the Involved Officer on the walk-through, as soon as possible, will give the OPA representative its walk-through and inform the OPA representative, to the best of the detective's recollection, of what the officer did and said in the prior walk-through. If the FIT Commander determines that the OPA representative must remain out of the crime scene (red tape) because the presence of the OPA representative is tactically, strategically, or otherwise prejudicial to a specific part of an investigation, the Commander will personally confer with the OPA Director. If the OPA Director desires to contest the FIT Commander's conclusion, the Assistant Chief of the Professional Standards Bureau shall meet contemporaneously with the OPA Director and the FIT Commander to rule on the issue. The Assistant Chief must thereafter state in writing the specific reasons for exclusion of the OPA representative. All personnel that enter the "red tape" area will provide a written statement to the FIT Detective, Supervisor, or Commander.
3. Prior to a compelled interview of the Involved Officer, and again at the conclusion of the compelled interview but before the Involved Officer is told the interview has ended, the FIT Commander will confer with the FIT investigator and OPA representative to discuss the scope of the interview and any questions or areas of inquiry that should be covered. The meeting at the end of the interview will also include the Bargaining Unit representative and Involved Officer's attorney, if present.
4. Upon request, the FIT Commander or representative will provide an oral briefing to the OPA representative regarding the progress of the FIT investigation and what is being learned by FIT investigators.
5. The OPA representative, Director or his or her designee will provide the FIT Commander with feedback as quickly as possible concerning any significant issues of investigatory bias or failure to follow best practices in investigatory techniques. The FIT Commander will immediately cure concerns or call upon the Assistant Chief of Professional Standards for guidance.



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6. To the extent it is possible, an OPA representative may be present at all witness interviews of sworn or civilian witnesses conducted by FIT, unless excluded from the compelled interview of the Involved or Witness Officers as described at ¶ (B)(1) above.

### **D. Guidelines for FIT Personnel During the Course of a FIT Investigation:**

1. Within 14 business days of the incident, OPA, Training, FIT and CSI (if applicable) representatives will together debrief each incident as a constructive critique of the interaction between and among them at the incident scene and during the initial hours of the investigation.
2. Should FIT conduct additional in-person interviews, the assigned FIT Sergeant will make every effort to give the assigned OPA representative notice sufficiently in advance so that OPA may attend if they wish.
3. Upon request by the assigned OPA representative, the FIT Sergeant will, in a timely manner, advise the assigned OPA representative of the actions and progress of the investigation and provide OPA with copies of any and all requested documents, recordings, photographs, etc. collected or produced as part of the FIT investigation.
4. The OPA Director or his or her designee will provide the FIT Commander with feedback as quickly as possible concerning any significant issues of concern as it relates to investigatory bias or failure to follow best practices in investigatory techniques. The FIT Commander will immediately cure such concerns or call upon the Assistant Chief of Professional Standards for guidance.

### **E. Guidelines for FIT Personnel Upon Completion of a FIT Investigation:**

1. Within two business days following the conclusion of a FIT investigation, the FIT Commander will ensure that OPA has copies of, or access to, all reports, documents, recordings, photographs, etc. related to the FIT investigation such that OPA can conduct a thorough and complete review of



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the case prior to any related Force Review Board meeting and to determine whether it should open a misconduct or criminal investigation.

### **F. Guidelines When FIT Personnel are Involved in an Incident That Should be Subject to a FIT Investigation:**

1. If a sworn employee assigned to FIT uses Type III force or is otherwise involved in an incident that is subject to a FIT investigation, the responsibility for the entire investigation will be transferred to an investigative unit in the Criminal Investigations Bureau selected by the Assistant Chief of the Criminal Investigations Bureau. FIT trained detectives who were formerly assigned to FIT and have transitioned to assignments in other detective units will be assigned as the primary investigators. The FIT Sergeant and FIT Commander (if not involved) will provide technical assistance to the assigned investigative unit as needed, but will act in an advisory role only.
2. Investigations conducted under this provision will follow the applicable investigative practices and procedures in this manual.



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Force Investigation Team

<b>Force Investigations</b>	<b>Effective Date:</b>
<b>Operations- Bifurcating an Investigation</b>	9/15/19

**I. Bifurcating an Investigation**

Whenever there is information that supports that an officer may have committed a crime or misconduct during a use of force incident, the investigation will be bifurcated into separate investigations. For purposes of this section, misconduct will not include acts of employee misconduct appropriate for supervisory investigation as defined by SPD Manual Section 5.002. For criminal investigations, the Department will utilize a “clean team” and an “exposed team” bifurcation process.

**A. Criminal Liability- If at Any Time During a Force Investigation, Information is Obtained that Indicates an Officer May Have Committed a Crime During a Use of Force Incident, the Following Steps Will be Taken by the Force Investigation Commander:**

1. Coordinate a meeting with the OPA Director or designee, which will occur as soon as practical.
2. This meeting will be to transfer to OPA responsibility to appropriately referral the matter for criminal investigation. The Force Investigation Unit will retain responsibility for any administrative force investigation, which will be conducted by the Force Investigation Sergeant.
3. Should the OPA Director determine that a criminal investigation is appropriate, they will refer the investigation to the appropriate follow-up unit commander, per current OPA practice. The follow-up unit commander will assign the investigation to an uninvolved “Clean Team” follow-up sergeant for investigation.
4. A Department “Case Master” will be appointed by the Assistant Chief of the Investigations Bureau, to screen all information contained in the



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administrative investigation to date, and ensure that no information that could compromise the investigation is made available to the follow-up sergeant conducting the criminal investigation. A list of approved case masters will be maintained by the Assistant Chief of the Investigations Bureau.

5. The criminal investigation will have priority access to all witnesses and evidence, but this will not preclude access by the administrative investigation.

6. A representative of the King County Prosecutor's Office/City Attorney's Office will be consulted as appropriate during the criminal investigation.

### **B. Misconduct- If at Any Time During a Force Investigation, Information is Obtained That an Officer May Have Committed Non-Criminal Misconduct During a Use of Force Incident, the Following Steps Will be Taken:**

1. The Force Investigation Unit Commander will coordinate a meeting with the OPA Director or designee, which will occur as soon as practical.

2. This meeting will be to transfer responsibility for the misconduct investigation to OPA. The Force Investigation Unit will retain responsibility for any administrative force investigation, which will be conducted by the Force Investigation Sergeant.

3. The progress of the FIT investigation will be coordinated with OPA to avoid interference with the OPA investigation.



# Seattle Police Department Force Investigation Team

<b>Force Investigations</b>	<b>Effective Date:</b>  9/15/19
<b>Operations-Investigation Review and Presentation</b>	

## **I. Investigation Review and Presentation**

Type III Force investigations will be subject to multiple levels of review both inside and outside the unit. The completed investigation will be presented to the Force Review Board using a standardized PowerPoint format.

### **A. Case Investigation Review:**

**The FIT investigation must cover the following topics, when applicable:**

**Summary**

**Scene Description, Diagram, and/or Photos**

**Witness and Video Canvass**

**Subject Information**

**Witness Information**

**Injuries**

**Evidence**

**Clothing Analysis**

**Weapons and Weapon Testing/Analysis**

**Personnel**

**Video and Photographs**



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## **Communications**

### **Statements**

### **FIT Callout Notifications**

### **Detective's Investigative Steps**

1. The Force Investigation Unit Sergeant will review the completed investigation and the FIR for thoroughness and completeness. The sergeant's review shall clearly identify instances where accounts of pertinent facts or details appear to be in conflict with each other or appear to be in conflict with the physical evidence. The sergeant's review shall also note any deviations from FIT investigative protocols that occurred. The investigation will then be forwarded to the Force Investigation Unit Lieutenant.
2. The Force Investigation Unit Lieutenant, if available, will review the completed investigation, including the FIR, and will identify any factual disputes or training, policy and equipment issues to be resolved by the Force Review Board (FRB). The investigation will then be forwarded to the Force Investigation Unit Captain.
3. The Force Investigation Unit Captain will review the completed investigation, including the FIR, and will identify any additional factual disputes or training, policy and equipment issues to be resolved by the Force Review Board (FRB). The investigation will then be forwarded to the Involved Officer(s) chain of command for review.
4. The Involved Officer's chain of command will review the investigation and ensure it is complete and thorough, and where applicable will take and document action regarding training, policy, and equipment issues identified in the FIT investigation. The investigation will then be routed to the Force Review Unit for scheduling of a Force Review Board. In the event of multiple chains of command, the case will be routed to the chain of command of the primary Involved Officer, with cc's to each other chain of command of Involved or Witness Officers. Each chain of command is responsible for taking and documenting appropriate action regarding training, policy, and equipment issues identified involving their personnel.





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### **B. Case Investigation Presentations:**

1. All Force Investigation presentations will be the responsibility of the Force Investigation Unit Commander.
2. The Force Investigation Unit Commander will present a PowerPoint presentation covering the facts and circumstances surrounding the use of force incident to the Force Review Board. The presentation shall comprise a neutral summary of the investigation and shall identify which facts are disputed and the extent to which there are conflicts in the evidence.



# Seattle Police Department Force Investigation Team

<b>Force Investigations</b>	<b>Effective Date:</b>
<b>Operations-FIT Screening</b>	9/15/19

## **I. Screening Procedures**

The FIT Commander, or his or her designee, will be available at all times to take calls from supervisory personnel screening potential Type III FIT responses. The FIT Commander will review all facts provided by the screening supervisor and take appropriate action, as outlined below.

### **A. FIT Callout Necessary:**

1. The FIT Commander will give direction to the screening supervisor and then initiate a FIT response.

### **B. No FIT Response Necessary:**

1. The FIT Commander will document the following in the FIT Screening Log: the decision not to respond, the facts used to make that determination, and the direction given to the screening supervisor.

### **C. Additional Information Needed:**

1. If the FIT Commander cannot clearly determine whether or not a particular incident warrants a FIT response, the FIT Commander will have a minimum of one FIT Detective (and at the commander's discretion additional detectives and/or the FIT Sergeant) respond to conduct a preliminary investigation to determine whether or not FIT should initiate a full callout. The steps necessary to make this determination will be different in each case, but may include interviewing the subject, photographing the subject, speaking with medical personnel, reviewing medical evidence, viewing video, examining physical evidence and interviewing witnesses.



## Seattle Police Department Force Investigation Team

2. The FIT Detective or FIT Sergeant will report their findings back to the FIT Commander who will make a final determination regarding FIT's response.
  
3. In the event that a full FIT response is not initiated, the FIT Detective(s) will document all of their investigative steps in a Force Investigation Report, place documents and digital evidence in IAPro, and provide these documents and evidence items to the non-FIT supervisor who will be responsible for the investigation.



**Seattle Police Department  
Force Investigation Team**

<b>Force Investigations</b>	<b>Effective Date:</b>
<b>Administration- Personnel Selection</b>	9/15/19

**I. Selection and Training of Force Investigation Personnel**

When an opening is anticipated within the Force Investigation Unit, new personnel will be selected through a competitive process. Force Investigation personnel will be experienced investigators who have demonstrated integrity, accuracy, and thoroughness in their investigations.

**A. Selection Process:**

1. The Force Investigation Unit Commander will be responsible for advertising any anticipated openings consistent with Manual Section 2.020-POL-4, and will coordinate the selection and assignment of personnel with the Human Resources Section.
2. The Force Investigation Unit Commander will ensure that each applicant submits information as required to assess their suitability for the position. That information may include the following:
  - a. Samples of their case investigative work
  - b. Their current and previous supervisors
  - c. A resume including training and assignment history
3. After the closing date for submittal of applications, The Force Investigation Unit Commander will be responsible for reviewing each applicant’s resume and information packet prior to the commencement of the candidate oral interviews. This may be done as a group or individually.
4. Submittal of an application does not guarantee any applicant that they will progress to the oral interview. All applicants will be notified whether they will progress to the oral interview within 10 business days of the closing date.



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5. The Force Investigation Unit Commander will develop a list of standardized interview questions that are position related, but do not require specialized knowledge. The Commander will also develop interview score sheets to be completed during the oral interview process.
6. The Force Investigation Unit Commander and selected lieutenants and/or sergeants will be responsible for taking part in the candidate oral interview process. The Lieutenants and/or Sergeants will be responsible for providing the Force Investigation Unit Commander with completed interview score sheets and their assessment of each candidate at the conclusion of the interview process.
7. In completing the evaluation of candidates, the Force Investigation Commander will review the applicant's performance history consistent with DP&P 2.020.



**Seattle Police Department  
Force Investigation Team**

<b>Force Investigations</b>	<b>Effective Date:</b>
<b>Administration- Training and Course Offering Plan</b>	9/15/19

**I. Training of Force Investigations Personnel**

FIT Investigations must be thorough, unbiased, and objective reviews of the Seattle Police Department’s most serious use of force incidents. To accomplish this, FIT must be staffed with experienced investigators who are trained in the technical aspects of homicide investigations, the specifics of force applications, and the methods and practices necessary to conduct high quality administrative investigations. FIT investigators must be trained to comprehensively analyze officer involved shootings and use of force incidents from the moment an officer is dispatched or on-views an incident until the conclusion of that incident. Force Investigations personnel will be trained to ensure that all uses of force that are contrary to law or policy are identified and appropriately resolved, and that their investigations allow the use of force board to identify trends or patterns of policy, deficiencies in strategy or tactics, training or equipment deficiencies, or positive lessons related to the use of force.

**II. Mandatory Training**

In order to accomplish the intended result of ensuring that FIT personnel are prepared to investigate their assigned cases with the greatest skill and thoroughness possible, the following outline has been developed. Note that the specific courses used to fulfill the different aspects of the required training will likely change over time as better training is identified, and as some courses cease to be offered. Sworn personnel who join the unit in the future will complete this training as soon as logistically feasible, but no later than six months after assignment to FIT. Detectives who have already taken a required course prior to assignment to FIT will not need to re-take that course.



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In Service Training: Newly assigned detectives will be paired with a senior detective for a minimum of four weeks upon assignment to the unit. During this time, they will work with and shadow the senior detective, review the FIT manual, and review completed FIT and other OIS investigations.

- Basic Officer Involved Shooting Course: Seattle Police Homicide Unit-Sponsored, 8-hour This course will be offered through the Washington Homicide Investigator's Association.
- Basic Scene and Evidence Processing: Seattle Police CSI Unit-sponsored 4-hour minimum
- Seattle Police Department Street Skills: All FIT personnel will attend this training as required each year.
- Crisis Intervention Training. All FIT personnel will attend the 40-hour comprehensive CIT training course, and annual training as provided by the Department.
- Administrative Investigation Training: FIT personnel will attend at least 8 hours of training covering administrative investigations prior to being assigned a FIT case for investigation. In-person attendance or video review of the training provided by LAPD Captain Kris Pitcher and Mr. Django Sibley on April 24-25, 2014, satisfies this requirement. An important element of this training is the analysis of each force incident in its totality, from the initial dispatch or on-view of the incident through the conclusion of that incident.
- Bio-Mechanics of Force Incidents: FIT personnel will attend rigorous training in the bio-mechanics of police use of force. This does not require specific use of the Force Science Institute and may be obtained from any qualified, unbiased source.

Cognitive and Other Interviewing Techniques: At least 12 hours of training in cognitive and other recognized interviewing techniques is required.

### **III. Elective Training**



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In order to accomplish the intended result of ensuring that FIT personnel are prepared to investigate their assigned cases with the greatest skill and thoroughness possible, detectives are encouraged to attend elective training that is pertinent to the unit's mission. Examples of elective training are listed below.

Investigative skills training

Advanced photography

Advanced crime scene processing

Advanced interviewing





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<b>Force Investigations</b>	<b>Effective Date:</b>
<b>Administration-Shift Rotation and Standby Schedule</b>	9/15/19

**I. Shift Rotation and Standby Schedule**

Force Investigation personnel will staff a day shift with standby on a rotating basis. Two Force Investigation Detectives will be assigned to off duty standby responsibilities for response to those incidents that occur during off hours.

**II. A Force Investigation Detective Will be Assigned to Standby Responsibility for Response to Incidents that Occur During Non-Shift Hours**

1. Standby responsibility will rotate on a weekly basis, starting at 2345 hours each Tuesday, and rotating to the next detective at 2345 hours the following Tuesday.
2. Weekday standby hours are 2345 hours to 0745 hrs.
3. Weekend standby hours begin at 1545 hours on the first Thursday of each pay period and 1545 hours on the second Friday of each pay period, and end at 0745 hours each Monday