



NO. 3064 POST CRITICAL INCIDENT PROCEDURES

- 1.0 **PURPOSE:** The purpose of this procedure is to provide guidelines to follow in any line-of-duty incident in which a security officer discharges a firearm while engaged in providing service or uses force that results in death or critical bodily injury to a person. These guidelines are intended to assist the post-incident investigation and minimize the possibility that any involved persons will develop or suffer unnecessary post-traumatic stress. OCPD officers and investigators will be tasked to respond to investigate the firearms discharge with Campus Security officers.
- 2.0 **PROCEDURE:** Security officers are often exposed to highly stressful situations. Officers involved in critical incidents may undergo mental stress. This stress is also likely to impede the necessary post-incident investigations. Therefore, it is the intention of the Security Department to take immediate action after such incidents to ensure the continued mental health of persons involved and facilitate the post-incident investigations.
- 3.0 **DEFINITIONS:**
 - 3.1 **Security Officer Involved Critical Incident:** A critical incident is a line-of-duty incident in which an officer discharges a firearm while engaged in providing security or uses force that results in death or critical bodily injury of a person.
 - 3.2 **Post Traumatic Stress:** An anxiety that can result from exposure to short term severe stress or the long-term build up of repetitive and prolonged milder stress usually brought about by involvement in critical incidents.
Critical Bodily Injury: Any injury considered by competent medical authority to be life threatening.
 - 3.3 **Supervisor in charge:** Armed Security Officer charged by the Director of Safety & Security to manage and provide for the safety of people and property on his watch.
 - 3.4 **Investigator:** Any person investigating the incident to determine the sequence of events. This person may be an OKCCC security officer, an OCPD investigating officer, an agent from OSBI or an FBI agent.
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- 4.0 **POST USE OF FORCE PROCEDURES**
 - 4.1 **General**
 - 4.1.1 In every situation in which an officer discharges a firearm while engaged in providing service or uses force that results in critical bodily injury or death of a person, an investigation shall be immediately started. This provision excludes discharges during firearms training, exhibitions, practice, qualification, competition, ballistics examination, and during sanctioned sporting events.
 - 4.1.2 The officer directly involved shall be relieved from duty or re-assigned by the Director of Safety and Security with no loss of pay or benefit, pending

- the results of the investigation and fitness-for-duty report. The suspension or re-assignment is an administrative action for permitting time to conduct an objective and comprehensive investigation into the matter and to ensure the officer is psychologically ready to resume normally assigned duties.
- 4.1.3 Without sacrificing objectivity and completeness, the investigation shall be expeditiously conducted.
 - 4.1.4 The completed investigation shall be forwarded to the Director of Safety and Security, the Vice President for Business and Finance, and then to the College President.
 - 4.1.5 These procedures may be modified by the Director of Safety and Security to address unusual circumstances or accidental firearms discharges.
- 4.2 Responsibility of Security Officer directly involved in a Critical Incident: Officers involved at the scene shall take those measures that are reasonably possible and appropriate to ensure the safety of themselves and others, and to preserve evidence essential to the investigation. This includes the following actions, undertaken in the order deemed appropriate under the circumstances:
- 4.2.1 Ensure that the threats to officer personal safety and the safety of others are over.
 - 4.2.2 Notify dispatch of the situation, request backup and EMS, if necessary, and notify the on-duty Campus Security supervisor.
 - 4.2.3 Relay information regarding fleeing suspects to dispatch and other units and establish a containment area.
 - 4.2.4 Render first aid as necessary to injured persons.
 - 4.2.5 Secure the weapon. If a firearm is involved, do not unload or otherwise tamper with the weapon.
 - 4.2.6 Identify, separate and secure witnesses and suspects.
 - 4.2.7 Do not discuss the incident with anyone except your supervisor, an agent of the OSBI, FBI, OCPD, a personal or college attorney, or Campus investigator until the conclusion of the preliminary investigation.
 - 4.2.8 Media questions will be directed to the Public Information Officer.
 - 4.2.9 As time and capabilities permit prior to the arrival of supervisors or other assistance:
 - 4.2.9.1 Secure the scene and establish a perimeter
 - 4.2.9.2 Protect evidence from loss or damage that is likely to occur before assistance arrives.
 - 4.2.9.3 Record pertinent information of witnesses and others present at the scene.
 - 4.2.10 When directed by the lead officer, proceed to the campus security office or other secure location with a supervisor or another officer.
 - 4.2.11 Turn the protection of the scene over to the first uninvolved officer to arrive.
 - 4.2.12 Officers involved in critical incidents should notify their families when reasonable and appropriate.
- 4.3 Responsibility of first non-involved officer arriving at the scene of an officer involved critical incident:
- 4.3.1 Consider your safety first and then protect the scene
 - 4.3.2 Assist in giving aid to the injured

- 4.3.3 Establish a perimeter for the incident scene and set up barriers as necessary as soon as possible.
- 4.3.4 Initiate a crime scene log. Only personnel necessary to aid the injured or as part of the investigative team should enter the controlled area.
- 4.3.5 Do not interview the involved officer except to gather suspect or other pertinent information.
- 4.3.6 Locate and detain witnesses and separate them from each other.
- 4.4 Responsibility of the Supervisor at an Officer Involved Incident:
 - 4.4.1 Ensure the safety and determine the condition of the involved officer, suspect, and third parties. Summon EMS if necessary.
 - 4.4.2 If the officer is injured and transported to a hospital:
 - 4.4.2.1 Ensure that another officer accompanies and remains with the injured until family or friends arrive.
 - 4.4.2.2 Ensure the officer's family is notified on a priority basis and in person when possible
 - 4.4.2.3 Ensure the family is transported to the hospital or other location as soon as possible
 - 4.4.2.4 Assign an officer to the family for security and support if so desired by the family
 - 4.4.2.5 In the event of an officer death or critical injury, the on-duty Campus Security officer in charge shall ensure that the Director of Safety and Security is notified. The Director will contact the Vice President for Business and Finance.
 - 4.4.2.6 Ensure the incident scene is secure and a perimeter is established.
 - 4.4.2.7 If a firearm was involved the supervisor will ensure the involved officer leaves it holstered or otherwise secured without reloading, unloading or tampering with it. Absent exigent circumstances, the supervisor shall not relieve the officer of his or her firearm.
 - 4.4.2.8 The firearms and/or other weapons will be made available to the investigating individual if necessary.
 - 4.4.2.9 Only minimal, preliminary questions should be asked of the involved officer(s) about the incident
 - 4.4.2.10 Make a detailed report and forward to the investigator regarding what you saw, heard, and did at the scene. Assist the investigator with a general briefing and walk-through of the scene.
 - 4.4.2.11 The involved officer should be advised they may seek legal counsel. The involved officer should be advised not to discuss the incident with anyone except his or her supervisor, a personal attorney, or the lead investigator (OCPD, OHP, and OKCCC) until the conclusion of the preliminary investigation.
- 4.5 Media Considerations
 - 4.5.1 The College public information representative will prepare a press release regarding the incident.
 - 4.5.2 The initial press release will be confined to the basic facts regarding the incident and will not include the involved officer's name until after the department and family notifications have been made.
 - 4.5.3 Following the completion of the investigation a more detailed account of the incident may be released subject to approval of the President's office.

- 4.5.4 Involved officers are not permitted to speak with the media regarding the incident but shall refer inquiries from the media to the college information spokesperson.

Effective Date: May 12, 2003