SUBJECT: CONDUCTED ENERGY DEVICES

Effective immediately, the requirement to carry conducted energy devices (CED), while in uniform, is now optional for classified employees with the rank of Captain and above. Those affected employees who chose not to carry their CED may turn it in to the Training Division.

This Circular serves to clarify and supplement General Order 400-26, Conducted Energy Devices, and will supersede only those provisions that are in direct conflict with this Circular. The information articulated in this Circular, along with any additional information on the subject, will be incorporated into the appropriate General Order at the next issuance.

M. D. Slinkard
Acting Chief of Police

mds:hjg:elw

COP# 17-61578

TO BE READ AT ALL ROLL CALLS FOR 5 DAYS
SUBJECT: X2 TASER UPDATES AND REMINDERS

The X2 Taser is more sophisticated than earlier models, so the following departmental requirements and other issues should be noted:

**Taser Updates and Downloads:**

- Periodic X2 Taser Firmware updates are necessary to maintain functionality of the CED. Each station should have supervisors or officers trained in the update procedure and the necessary software (SYNC) should already be installed on at least one computer at each station. The latest firmware number should be displayed on the SYNC system.
- Previous department regulations (Circular No. 14-1120-274) required that each X2 Taser be *downloaded quarterly*. The reason for this recommendation was due to the necessary updates this new model required during its initial roll out to law enforcement. Currently, it is recommended that the X2 Taser be *downloaded bi-annually*. Therefore, Commanders should ensure that Units under their responsibility are conducting Taser downloads twice per year to check for abuse and functionality.
- Any emergency or critical firmware updates will be sent out by *circular* or *mail manager* for immediate action. (Critical is defined as affecting the X2 Taser functionality for officer safety issues.)
- The following list provides divisions within the department that are equipped to provide a location for officers to *download and update* their assigned Tasers:

  - All Uniformed Divisions (Check with the Roll Call Sergeant or Radio Room)
  - Air Support
  - Airport – IAH
  - Airport – Hobby
  - Auto Theft
  - Burglary and Theft
  - Criminal Intelligence
  - Employee Services
  - Gang
  - Homicide
  - Inspections
  - Internal Affairs
  - Major Offenders
  - Mental Health
  - Narcotics
  - Recruiting
  - Robbery
  - Special Victims
  - Tactical Operations
  - Vice

Each division Commander should identify a divisional Taser Coordinator in order to facilitate Taser issues and serve as a first point of contact for problems or issues regarding their assigned Taser. Taser Coordinators will in turn, contact the Taser Office with their divisional questions.

- Instructions to complete either a *download* or *update* of your assigned Taser can be located on the Portal on the left-hand side of the Home page at *User Support Page/Guides and References*. Refer to the bottom of the list after clicking on *Guides and References*. Click on *Taser Check and Download* to perform required downloads. Click on *Taser Firmware Update and Download* to update new Firmware. Officers may need the assistance of divisional Technology Coordinators to complete the Firmware updates.
Birth Month Qualification:
- All personnel who are currently issued Tasers shall bring their CEDs to the range during their birth month to inspect for proper functioning, perform a function test, and to verify that safety features are installed and working properly.

Additional Concerns:
- Regarding X2 cartridges with an improper arc: Micro fractures in the Taser cartridge doors can cause an improper arc (back into the cartridge.) Taser International advises that these cartridges are fully functional and do not require replacement.
- To prevent the X2 from overheating, Taser International advises that officers should ensure the safety switch remains in the “Off” position when not in use.
- Personnel who have a Taser that lacks the Positive Safety Locks by the safety switch can contact the Taser Office or the Qualification Range to have the Safety Locks installed.

This circular serves to clarify and supplement General Order 400-26, CONDUCTED ENERGY DEVICES, and will supersede only provisions that are in direct conflict with this circular. The information articulated in this circular, and any other required updates regarding the X2 Taser and its use, will be incorporated into General Order 400-26, at its next issuance.

Any division in need of additional training regarding the update process should contact the Taser Office of the Training Academy at 832-394-2508.

Art Acevedo
Chief of Police

TO BE READ AT ALL ROLL CALLS FOR 5 DAYS

aa:lab:dwh:lrz

Originating Party:
L. A. Bender, Captain
Training Division

COP #17-61078
POLICY

Conducted energy devices (CEDs) are intermediate weapons and are not substitutes for lethal force. However, officers who use force against any person must be able to state in detail the specific reasons for using force. CEDs are authorized for use against suspects who are actively resisting or exhibiting active aggression, or to prevent individuals from harming themselves or others.

In every situation in which a CED is discharged (air cartridge firing or drive stun), even if a suspect is not struck or stunned, officers shall notify the dispatcher and write a detailed incident report; and the on-scene supervisor shall write a supplement. See section 4 of this General Order for exceptions.

This General Order applies to all employees.

DEFINITIONS

**Accidental Discharge.** Any time a CED air cartridge fires due to mechanical failure of the device or an unintentional discharge.

**Activation.** The act of depressing a CED trigger causing the CED to arc or to fire probes.

**Active Aggression.** A threat or overt act of an assault (through physical or verbal means) coupled with the present ability to carry out the threat or assault that reasonably indicates that an assault or injury to any person is imminent.

**Actively Resisting.** Physically evasive movements to defeat an officer's attempt at control, including bracing and tensing in an aggressive manner, pushing, or verbally signaling a clear and deliberate attempt to avoid or prevent being taken into or retained in custody. This also includes the suspect persisting with aforementioned activities after being given the opportunity to comply with an officer's commands.

**CED Cycle.** Duration of a CED electrical discharge following CED activation.

**CED Incident Checklist.** A checklist form to be used by supervisors when reviewing and supplementing another officer's incident or supplement report that documents a CED discharge. Officers who discharge a CED may also utilize this CED checklist as a guide when completing reports that document the incident. The CED checklist form is available on the department's Intranet Portal.

**Conducted Energy Device (CED).** A weapon primarily designed to disrupt a subject’s central nervous system by means of discharging electrical energy sufficient to cause uncontrolled muscle contractions and override an individual's voluntary motor responses.

**Darted.** When a suspect is struck by the probes (darts) fired from the CED.

**Discharge.** The intentional firing of a CED. This term also includes using a CED in a drive stun manner.

**DPM.** A CED’s digital power magazine.

**Drive Stun.** When a CED with no air cartridge or a spent air cartridge is placed in direct contact with the body of an individual or an animal and discharged. This is generally the secondary option for the CED.

**Excited Delirium.** A state of extreme mental and physiological excitement, characterized by extreme agitation, hyperthermia,
hostility, exceptional strength, or endurance without fatigue.

**Exigent Circumstances.** Circumstances that would cause a reasonable person to believe a prompt action is necessary to prevent physical harm from occurring to anyone.

**Laser Pointing (Red Dotting).** Unholstering and pointing a CED at a person or animal and activating the laser-aiming device.

**Passive Resistance.** Physical actions or a lack thereof that do not prevent the officer’s attempt to control. It is a tactic of civil disobedience and labor disputes (e.g., a person who remains in a limp, stiff, or prone position, refuses to comply with simple directions, participates in a sit-in, locks arms in a chain, or blocks an entry way).

**Red Dotting.** See Laser Pointing.

**Secondary Injury.** Physical trauma indirectly associated with CED use (e.g., injuries from falls).

**Sensitive Areas.** A person’s head, neck, or groin area, or a male or female breast.

**Stun.** The proper term for using a CED to jam and override the central nervous system or cause uncontrollable contractions of muscle tissue when a suspect is darted or drive stunned.

1 **CERTIFICATION AND TRAINING**

Before carrying or using a CED, an officer must have current model-specific certification from the Training Division. Supervisors shall ensure their subordinates who carry a CED have attended initial and recertification training and are maintaining current certification.

Officers shall use only CEDs and CED-related equipment (DPMs, air cartridges, and holsters) that are approved by the Training Division. No changes, alterations, or modifications are permitted to the device or the related equipment without specific approval of the Training Division.

Assigned CEDs shall be available for inspection and officers shall qualify with them during their birthday month.

**Personal CEDs**

For personally owned CEDs, officers may purchase only CED models and related equipment approved by the Training Division. Personal CEDs and air cartridges must be registered with the department and are subject to the same restrictions and guidelines as if they were furnished by the department.

The term CED also includes personally owned CEDs.

2 **USE OF CEDS**

Officers must realize CEDs will not eliminate all physical confrontations posed by suspects.

Officers should give a warning to a suspect prior to activating the CED unless to do so would place any other person at risk.

Officers shall not justify the use of a CED by intentionally placing themselves in imminent danger.

Officers shall not display a CED in an unprofessional or unsafe manner.

Unless exigent circumstances exist, officers should not use a CED on a person:

a. Sprayed with any chemical by any person outside the department.

b. Simply to protect property against destruction or damage.

c. Only passively resisting.
d. Handcuffed.

e. Known to be mentally ill.

f. Pregnant, elderly, or visibly frail, or on young children.

g. Fleeing as sole justification for use of the CED.

h. Who is in a location where a fall may cause substantial injury or death.

i. Who is only verbally non-compliant.

Officers shall keep CED cycling to a minimum, especially against persons in an excited delirium, and use only the force necessary to apply authorized restraint devices and effect an arrest. Officers shall constantly reassess the circumstances after each CED cycle.

Officers shall also refrain from knowingly discharging a CED around gas fumes, methamphetamine labs, aerosol chemical agents, or other flammable or combustible environments. Officers shall not discharge a CED at a person suspected of possessing or wearing an improvised explosive device (IED).

Unless exigent circumstances exist, officers should not use a CED on animals.

CEDs shall not be discharged from a moving vehicle or at a moving vehicle or its occupants. Mounted Patrol officers shall not discharge a CED from horseback.

Red dotting can be an effective psychological tool. However, officers shall refrain from abusing the use of the CED's laser pointer and should refrain from intentionally red dotting sensitive areas. Officers should not red dot a person or animal unless the situation warrants the use of a CED.

Unless exigent circumstances exist, no more than one officer should activate a CED against a suspect at a time.

3 CED DISCHARGE INSIDE THE CITY LIMITS

Discharge

Whenever a CED is discharged, the officer shall immediately notify the dispatcher. If the officer is unable to notify a dispatcher, the most senior officer or any supervisor at the scene shall contact the Emergency Communications Division (ECD).

Anytime officers discharge a CED in the direction of an individual or animal, whether contact is made or not, they shall notify the dispatcher and write a detailed incident or supplement report. The on-scene supervisor shall conduct an inquiry, write a supplement report, and complete a CED Incident Checklist form.

Accidental Discharge

Whenever officers accidentally discharge a CED, they shall immediately notify their supervisor or the dispatcher.

The supervisor assigned to the CED incident shall conduct an inquiry. If the supervisor determines the incident was an accidental discharge and there is no injury or damage to property, the supervisor shall forward a letter to the officer's division commander outlining the circumstances of the discharge and the need for a replacement air cartridge.

If only property is damaged, officers shall notify the dispatcher or their supervisor and write an incident or supplement report.

Anytime officers accidentally discharge a CED and strike an individual or animal, they shall notify the dispatcher and write a detailed incident or supplement report. The on-scene supervisor shall conduct an inquiry, write a supplement report, and complete a CED Incident Checklist form.
Serious Bodily Injury or Death to a Person

Serious bodily injury is defined in General Order 600-17, Use of Force. If an officer discharges a CED and a serious bodily injury or death occurs, the officer shall notify the dispatcher. The dispatcher shall dispatch a supervisor to the scene and contact the Command Center to document the significant event. The Command Center shall notify both Homicide Division and Internal Affairs investigators. Officers shall also follow the applicable procedures in General Order 200-16, Weapon Discharges.

Officer’s Responsibilities

Whenever an officer discharges a CED, that officer shall notify the dispatcher, who shall dispatch a supervisor. The officer shall generate an incident report or supplement an existing incident report. If more than one officer discharges a CED during an incident, each officer shall supplement the incident report describing his or her actions and observations. The incident or supplement report shall document the incident following the guidelines in the CED Incident Checklist form, which include:

a. Identify all officers on the scene when the CED was discharged.

b. Identify all officers who discharged a CED during the incident.

c. Specifically state the reason to justify the discharge including the suspect’s behaviors and actions, and any statements made by the suspect. The event shall be detailed in the report and not simplified to a statement such as "he was acting crazy," or "she failed to follow my commands."

d. Specify the number of trigger activations.

e. Describe the location on the suspect’s body where the CED made contact either with darts or by drive stun.

f. Identify the person who removed the darts (name and affiliation).

g. Describe the medical condition of the suspect and where and by whom the suspect was transported.

h. Identify the person at the jail who was notified that the suspect was darted or drive stunned by a CED.

i. Identify the name of the medical facility the suspect was transported to and the name of the person who was notified that the suspect was darted or drive stunned by a CED (if applicable).

Officers shall complete the incident or supplement report prior to going off duty.

CED’s Responsibilities

When notified of a CED discharge, the dispatcher shall send the officer’s supervisor to the scene. If that supervisor is not available (e.g., off duty or on another call), the dispatcher shall send another supervisor from the officer’s division to the scene.

Should no supervisors from the officer’s division be available to respond, the dispatcher shall send a supervisor from the patrol division responsible for the location where the incident occurred. The dispatcher shall also notify the Command Center of the CED discharge. The night commander shall be contacted for all incidents occurring during the hours of 1800 through 0600.

Supervisor’s Responsibilities

The supervisor dispatched to a CED incident shall be in charge of the scene unless serious bodily injury or death occurs. In any case, the supervisor shall conduct an inquiry, write a detailed supplement report of the CED incident, and complete a CED Incident Checklist form. Supervisors shall also follow the applicable procedures in General Order 200-16, Weapon Discharges.
If a supervisor discharges a CED, another supervisor shall be dispatched to the scene to conduct the supervisory inquiry and complete a supplement report and other required paperwork and notifications.

The supervisor responding to the scene shall first check to see if anyone is injured. The Houston Fire Department shall be contacted if the suspect has been darted in a sensitive area or has sustained secondary injuries, or if otherwise needed. Then the supervisor shall conduct the supervisory inquiry of the CED incident and gather sufficient information to perform the following tasks:

a. Notify the owner of any animal that was darted or drive stunned.

b. Contact Internal Affairs if the supervisor has any questions or the on-scene inquiry reveals a violation of department policy regarding the use of force as stated in General Order 600-17, Use of Force. However, during the hours of 1800 through 0600, the supervisor shall contact the night commander instead of Internal Affairs. Any observed misconduct shall be reported and investigated in accordance with General Order 200-03, Investigation of Employee Misconduct.

c. Complete and fax or email the Significant Event Report to the Command Center before going off duty.

d. Obtain the CED download data before going off duty.

e. Issue new air cartridges.

f. Ensure each officer involved wrote any required incident or supplement report before going off duty and that the report contains sufficient details justifying the CED activation.

g. Within three days following the incident, review the incident report and all accompanying supplement reports to ensure inclusion of all necessary facts.

h. Within three days following the incident, write a detailed supplement report of the CED incident. (See below.)

i. Complete a CED Incident Checklist form.

j. Upon completion, forward copies of the CED Incident Checklist, Significant Event Report, CED download data, fax or email confirmation, and the incident and supplement reports to the division commander via the division CED liaison.

The supervisor's supplement report shall be written using the CED supplement template and shall include all of the following:

k. Name and employee number of the officers discharging a CED.

l. Description of location of dart strikes or drive stun.

m. Name and affiliation of the person who removed the darts.

n. Medical condition of the suspect and where and by whom the suspect was transported.

o. Make, model, and serial number of the CED and the serial number of the air cartridges used.

p. CED download data, including the date, time, number of activations, and duration of the CED cycles. A CED download shall be done for each CED device that was discharged during the incident. The date range of the download shall be sufficient to capture the time period from the beginning of the officer's shift until the discharge.

The narrative of the supervisor's supplement shall include:
q. Date and time the supervisor arrived at the scene.

r. Officer, witness, suspect, or reportee statements that are not already included in the incident or supplement reports.

s. A brief statement reiterating the officer's justification to activate the CED.

t. A brief statement that the supervisor reviewed the incident report and it contains all of the required facts in accordance with this General Order.

Division Commander's Responsibilities

Division commanders should designate a division CED liaison to verify CED Incident Checklist forms and attachments, coordinate CED equipment and issues, and follow CED records retention policies. Division commanders shall review all CED reports generated by personnel under their command and ensure the reports contain detailed justification for the CED activation.

4 CED DISCHARGE OUTSIDE THE CITY LIMITS

Serious Bodily Injury to a Person

If officers are outside the city limits of Houston and discharge their CED and serious bodily injury or death of a person occurs, officers shall immediately contact the law enforcement agency having jurisdiction, appropriate medical personnel, and the HPD Command Center. The below procedures shall then be followed:

a. Upon receiving notification, the Command Center shall immediately notify Internal Affairs, Homicide Division, and a supervisor within the officer's immediate command.

b. Depending on the incident's proximity to Houston, Internal Affairs, Homicide Division, and the officer's command may send investigators to the scene. If personnel are sent to the scene, the Command Center shall notify the agency having jurisdiction over the situation regarding the approximate time of their arrival.

1. If Internal Affairs investigators go to the scene, they shall conduct an investigation in accordance with HPD policies and procedures.

2. If Homicide investigators go to the scene, they shall conduct an investigation in cooperation with the agency having jurisdiction and write a supplement report.

c. Unless otherwise directed by an HPD supervisor, the officer involved in the incident shall generate an HPD incident or supplement report as soon as possible.

No Serious Bodily Injury to a Person

If an officer is outside of the city limits of Houston and discharges a CED and there is no serious bodily injury to any person, the below listed procedures shall be followed:

a. The officer involved in the CED discharge shall, as soon as possible, notify the responsible agency having jurisdiction and HPD's Command Center.

b. The officer shall fully comply with the investigation conducted by the responsible agency.

c. The officer shall obtain a copy of any report generated from the investigation and forward the copy through the chain of command to the officer's assistant chief with a cover letter explaining the CED discharge incident.

d. If no report is generated, the officer shall write a letter explaining the CED discharge incident and send it through the
chain of command to the officer's assistant chief.

5 **CED EVIDENCE**

The unique air cartridge number that correlates with the Anti-Felon Identification (AFID) tags shall be documented in all CED incident reports.

CED probes and AFID tags shall be collected and preserved as evidence only for incidents in which:

a. A suspect has been darter in a sensitive area or has sustained a serious bodily injury.

b. A suspect has sustained a secondary injury needing medical treatment.

c. An officer has sustained an injury needing medical treatment and the injury is related to the CED incident.

d. Officers believe the CED evidence may be needed in a future investigation or hearing.

If CED probes are not collected for evidence, they shall not be left at the scene or simply thrown away. Officers shall consider the probes as "used needles" or "sharps" waste and they shall be disposed of in proper "sharps" disposal receptacles located at any jail facility or with permission in any other proper disposal receptacles (e.g., at hospitals and in ambulances).

6 **CARRYING A CED**

Officers trained in the use of and issued a CED shall wear it at all times while wearing the official uniform, even while working extra employment, except as authorized by a General Order or as directed by a supervisor. The CED shall be worn in a cross-draw manner as approved by the department.

Officers may also carry an approved cartridge pouch for carrying a spare CED air cartridge (in lieu of attaching the air cartridge to the handle of the CED). However, the department does not furnish this pouch and it must be purchased by the officer.

Officers in plainclothes, whether on or off duty, are not required to carry a CED. However, officers who have been issued or have purchased a CED should carry it when there is an expectation of making an arrest or when participating in an arrest situation.

All plainclothes or off-duty officers who carry a CED shall abide by the same use policies as uniformed officers. A CED carried by an on-duty plainclothes officer shall be carried in an approved holster attached to the officer's belt in a cross-draw manner. A CED may also be carried in a purse or a pack, but the device should be housed in a protective holster or case.

7 **CED SPARK TEST**

Officers shall conduct a one-second spark test at the beginning of their shift in order to keep the internal CED capacitor charged and to avoid a delayed spark or software corruption. If there is a delayed response during the test, officers shall conduct an additional five-second spark test.

Roll call supervisors shall document witnessing spark tests on the roll call sheet and ensure all officers on the sheet conducted a spark test. All other officers carrying a CED on duty, whether in uniform or plainclothes, shall conduct a one-second spark test in front of a supervisor and shall document the test separately. This documentation should be kept for a minimum of 90 days.

Uniformed officers working extra employment shall conduct a one-second spark test at the beginning of their extra employment.
The test shall be conducted out of public view and shall be documented separately. This documentation should be kept for a minimum of 90 days.

Officers may test their CEDs more frequently if there is an operational reliability concern (e.g., the unit gets wet or dropped). When the CED is tested for reliability concerns, a supervisor must be present and the circumstances regarding the test must be documented separately, preferably on the roll call sheet.

All officers who are not mandated by General Orders to carry their issued CED on a daily basis or at extra employment shall conduct a spark test at least once a week. The test shall be documented separately and this documentation should be kept for a minimum of 90 days.

8 DAMAGED, MALFUNCTIONING, OR WET CEDS

When replacement of a CED is needed, officers shall follow the replacement procedures outlined in section 11 of this General Order.

Damaged or Malfunctioning CEDs

Officers shall not carry any CED that shows obvious signs of damage (beyond normal wear) or is malfunctioning.

If a CED is dropped or officers think there may be a problem with their CED, they shall conduct a thorough inspection of the unit looking for any possible signs of damage (e.g., broken central information display or a cracked laser or flashlight lens) before it is used.

Warning: Officers are advised even after a CED has been checked and no apparent damage is found, the CED may accidentally discharge when the safety switch is placed in the up (Armed) position.

Wet CEDs

Warning: A CED exposed to extreme moisture may discharge with the safety switch still in the down (Safe) position due to short-circuiting of the electronic components.

Static Electricity

Warning: A CED exposed to extreme amounts of static electricity may discharge with the safety switch still in the down (Safe) position due to short-circuiting of the electronic components.

CED Inspection Procedures

When a CED malfunctions, is suspected of being damaged, or becomes wet or exposed to extreme moisture, officers shall not move the safety switch to the up (Armed) position until the following procedures are performed:

a. Immediately remove the air cartridge and do not replace it until the device is checked as described below and functions normally.

b. Remove the CED's DPM.

c. Thoroughly inspect the CED for damage or moisture.

d. If exposed to moisture or rain, wipe the CED thoroughly with a dry cloth.

1. If there is any visible moisture inside the DPM well, officers shall follow the procedures outlined in section 11 of this General Order.

2. If no moisture is found in the DPM well, officers shall ensure all components are completely dry for at least 24 hours before reinserting the DPM.

e. If no damage is detected and the CED is thoroughly dried (after the 24-hour waiting period), insert the DPM and then
place the safety switch in the up (Armed) position. If the weapon discharges without pulling the trigger, place the safety switch in the down (Safe) position and remove the DPM. The CED is unsafe and is not to be used in any manner. Officers shall then follow the steps in section 11 of this General Order.

d. The person has a significant secondary injury.

Under unusual circumstances and if there are no signs of acute injury or illness, suspects may be transported to a jail facility with CED darts still embedded (e.g., there is a need to immediately remove the suspect from the scene as a matter of scene or suspect control or there is an anticipated delay in the arrival of medical personnel). There, jail medical staff can remove the darts.

10 JAIL BOOKING

Before booking a prisoner who has been darter, officers shall notify the jail medical screener that the suspect has been darter or drive stunned by a CED. If the medical screener is not available, then the on-duty jail supervisor shall be notified. "CED Event" must be written on the Houston Police Department Jail Booking Blotter form where the physical condition of the prisoner is noted so that the information can be reviewed by medical screeners in order to determine the need for further monitoring or medical evaluation.

9 DART REMOVAL

Any CED certified officer may remove CED darts from suspects if there is no indication for medical personnel to be called to the scene.

In addition to those situations in which an ambulance would normally be called to a CED scene, medical personnel shall be immediately summoned to the scene if any of the following are true:

a. A person is darter in a sensitive area.

b. A dart is too deeply embedded for easy removal.

c. The person exhibits an adverse reaction.

d. The person has a significant secondary injury.

11 CED, DPM, HOLSTER OR AIR CARTRIDGE REPLACEMENT

When any CED equipment (CED, DPM, holster, or air cartridge) needs replacing for any reason, the following steps shall be followed:

a. Officers shall immediately notify their supervisor of the reason a replacement is needed.

b. The supervisor shall determine if a replacement is warranted.

c. Upon approval from a supervisor, the officer shall report to the Training Division or other designated station to obtain a CED equipment replacement.
d. CED equipment may be exchanged by only the employee assigned to the equipment requiring replacement.

Lost, Stolen, or Damaged CED Equipment

When loss, theft, negligence, or abuse of a CED or any CED equipment occurs, officers and supervisors shall follow the guidelines in General Order 400-18, Responsibility for City Property. In order for officers to obtain any CED equipment replacement due to loss, theft, negligence, or abuse, they shall follow the procedures listed earlier in this section and also provide copies of the following documents to the replacement location:

a. The incident report with the serial number of the item (if applicable) listed in the Article section.

b. The supervisor's administrative letter to the division commander.

c. A Restitution Receipt from the department's Office of Budget and Finance (if applicable).

CED Equipment Replacement Locations

Officers may obtain all approved CED equipment replacements at either the Training Division's CED office during its normal business hours or at the Special Operations Division. Air cartridges and holsters are also available at all patrol stations. DPMs are also available at the North or Southeast division or at any HPD facility designated by the Chief of Police.

Returning CED Equipment Due to Retirement or Separation

Officers retiring or separating from the department must turn in their issued CED and all CED equipment to the Training Division (see General Order 300-13, Separation and Reinstatement).

12 AUDITS

Commanders shall periodically conduct random audits of CED data downloads and reconcile use-of-force reports with recorded activations. Supervisors shall take necessary action as appropriate when inconsistencies are detected.

13 RELATED GENERAL ORDERS

200-03, Investigation of Employee Misconduct
200-04, Assistance to Officers Inflicting or Suffering Injury
200-10, Notification and Emergency Management
200-16, Weapon Discharges
300-13, Separation and Reinstatement
400-18, Responsibility for City Property
600-04, Motor Vehicle Pursuits
600-17, Use of Force
600-34, High-Risk Vehicle Approaches
700-01, Property/Evidence Control Regulations

Charles A. McClelland, Jr.
Chief of Police