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## GENERAL OPERATIONS

### 2.1 Law Enforcement Response

#### LESS LETHAL DEVICES

- A. PROGRAM RESPONSIBILITY:** U.S. Marshals Service Training Academy
- B. PURPOSE:** This directive establishes policy, procedures and required training for United States Marshals Service (USMS) operational employees concerning the use and issuance of USMS authorized less than lethal devices. Court Security Officers are required to comply with the provisions of this directive in accordance with the contract.
- C. AUTHORITY:** The Director's authority to supervise the USMS and issue written directives is set forth in 28 USC 561(g) and 28 CFR 0.111.
- D. POLICY:** USMS operational employees are to use only authorized less than lethal devices, which their district/division managers may order them to carry, when necessary. Less than lethal devices may be used by authorized and trained personnel in accordance with the USMS directive Use of Force policies and procedures.
- E. PROCEDURES:** The procedures establishing policy in this directive will pertain to all less than lethal devices. Procedures specific to a less than lethal device are documented in the individual device information cited in the Attachments:
1. **Authorized Devices:** Only the following less than lethal devices, issued or approved by the Training Academy, may be used:
    - a. Oleoresin Capsicum aerosols (OC sprays): Attachment A
    - b. Expandable Batons: Attachment B
    - c. Electronic Immobilization Devices (Stun guns): Attachment C
    - d. Electronic Restraint Devices (Stun Belt, Band-It): Attachment D
    - e. Projectile Stun Guns (PSG): Attachment E
  2. Items approved and authorized for use by the USMS Special Operations Group are established under guidance and approval of the Deputy Director.
  3. Substitutions will not be permitted without the Training Academy's and district management's written approval.
  4. **Carriage/Storage of Less Than Lethal Devices:**
    - a. Less than lethal devices must be concealed from the general public when and where appropriate (does not apply when wearing USMS duty uniform). A device should not be inspected or handled in public unless there is an operational purpose.
    - b. Less than lethal devices should not be routinely carried or used in restricted areas, i.e.,

cellblocks unless they are to be deployed for operational need.

- c. Less than lethal devices may be carried on commercial aircraft subject to restrictions set by the FAA or airline carrier.
- d. Each less than lethal device may have special storage requirements which are described in the individual device attachment.

5. **Use of Force Statement**

- a. The use of less than lethal devices is authorized in USMS directive Use of Force.
- b. Less than lethal devices will be used in compliance with respective policies and in a manner consistent with current training procedures.
- c. Less than lethal devices will not be used to harass, taunt or abuse a subject or in a manner inconsistent with training and deployment protocols.
- d. Less than lethal devices may be used on an active resistant subject in situations where verbal commands or persuasion are not or would not be effective and the subject's actions demonstrate that physical control by the operational employee is not or would not be effective.
- e. All operational personnel are advised that implementation of less than lethal devices in deadly force situations is not recommended and less than lethal devices should not be substituted for a firearm.
- f. Less than lethal devices may be used against animals when they pose a danger to law enforcement officials or the public.

6. **Training**

- a. All operational recruits must successfully complete the Training Academy approved course of instruction during basic training to be qualified to carry less than lethal devices.
- b. All operational employees are required to be certified and trained annually on a minimum of one of the following less than lethal devices: OC spray, expandable baton or projectile stun gun. **Operational employees may be allowed to be certified and trained in additional less than lethal devices. Management may direct specified personnel to be certified and trained in additional less than lethal devices.** All operational employees are encouraged to be certified and trained annually on every less than lethal device in the District or Division.
- c. Initial training and annual retraining for less than lethal devices will be conducted by a USMS certified instructor and will be documented by the district/division office (see USMS Annual Retraining directive). Documentation of training serves as the authorization to possess, carry, and utilize less than lethal devices as assigned. If an employee is unable to demonstrate the necessary proficiency with a less than lethal device, the instructor will conduct and document remedial training necessary to attain certification before the employee is authorized to carry the device.
- d. Training and carriage of less than lethal devices by District Security Officers (Personal Service Guards) must be in accordance with USMS directive, Use of Personal Services Contracts for Guards.
- e. Court Security Officers' use of less than lethal devices must comply with the CSO contract.
- f. District Security Officers' (Personal Service Guards) use of less than lethal devices must be in compliance with USMS directive, Use of Personal Services Contracts for

Guards.

7. **Requirements After Use of Less Than Lethal Devices:** Once a subject and scene have been controlled and properly secured, operational employees who use a less than lethal device must take the following steps:
- a. Provide medical attention to anyone who is obviously injured, alleges an injury or requests medical attention as soon as possible.
  - b. Report the incident to their immediate supervisor as soon as possible.
  - c. Photograph, and/or videotape marks or injuries on the subject resulting from the device. (A measuring tape, ruler or other acceptable item that can note the size, location, etc. of the injury or mark should be used.) If the marks or alleged injuries to be documented are on a private portion of the subject's body, USMS personnel will ensure privacy before the documentation is recorded. All pertinent information will be kept with the incident documentation (Form USM-133) in a secure file.
  - d. Complete Form USM-133, Use of Force Report, attach the following documents and submit to the Office of Internal Investigations within 24 hours:
    - (1) Photographs and/or video documentation.
    - (2) *Less Than Lethal Device Qualification Record* for each device used.
      - (a) USM 333-OC, Oleoresin Capsicum
      - (b) USM 333-B, Expandable Baton Qualification Record/ Authorization to Carry
      - (c) USM 333-PSG, Projectile Stun Gun Record/ Authorization to Carry
      - (d) USM 333-EID, Electronic Immobilization Device
      - (e) USM 333-ERD, Electronic Restraint Device
    - (3) Fill out an USM-130, Prisoner Custody Alert Notice and send it to the appropriate detention facility if a subject has been injured and/or received medical attention.
  - e. Any serious injury or death possibly associated with the activation of a less than lethal device must be reported in accordance to USMS directive, Significant Incidents Reporting.
8. **Technical Malfunctions**
- a. If a less than lethal device or associated equipment or attachments malfunction, the operational employee will prepare a Form USM-210, Field Report.
  - b. The report should describe the problem, circumstances, and brand, model and serial number of the device. A copy of the USM-210 should be sent to the Assistant Director for Training. It is not necessary to send the faulty device to the Training Academy unless requested (defective equipment will generally be returned to the vendor for examination).
  - c. No alterations or modifications shall be made to a less than lethal device without written approval of the Assistant Director for Training. Repairs of less than lethal devices must be completed in accordance with the manufacturer's warranty. Contact the USMS Training Academy for further information.

**F. RESPONSIBILITIES**

1. **Training Academy**
  - a. To provide necessary basic training of operational employees to use less than lethal devices.
  - b. To provide advanced training of operational employees to be Less Than Lethal Instructors.
  - c. To compile data on technical and product failures during agency deployment.
  - d. To promote training programs and policies consistent with current law enforcement trends.
2. **Operational Employees**
  - a. All new trainees must successfully complete the Training Academy-approved course of instruction for each less than lethal device during basic training to be qualified to carry less than lethal devices.
  - b. Current operational employees must have completed a course of instruction as approved by the Assistant Director for Training and be qualified with at least one of the following less than lethal devices: OC spray, expandable baton, projectile stun gun.
  - c. Operational employees will deploy, activate, and provide medical treatment and document less than lethal device usage in a manner consistent with training procedures and USMS directive *Use of Force*.
  - d. Each operational employee will participate and successfully complete annual retraining as established by the USMS Training Academy to maintain certification with the less than lethal device(s) chosen by the employee or as directed by management.
3. **Less Than Lethal Instructor**
  - a. All operational employees selected to be "Less Than Lethal Instructors" will successfully complete the USMS Less Than Lethal Instructor Training Program (LLITP) and be certified by the Assistant Director for Training.
  - b. Less Than Lethal Instructors can only conduct training and annual recertification for devices in which the Instructor Certification has been granted by the Training Academy.
  - c. Less Than Lethal Instructors will maintain instructor certification by conducting initial training, annual retraining and additional training as approved by the Assistant Director for Training.
  - d. Less Than Lethal Instructors will examine operational employees' less than lethal devices during training. Defective or damaged equipment will be brought to the attention of District/Division management.
4. **District/Division Management**
  - a. Will ensure that all operational employees successfully complete initial and annual retraining to maintain current certification to carry each less than lethal device or, at district/division management discretion, a minimum of OC spray or expandable baton or projectile stun gun. District/Division management may direct specified personnel to be certified and trained in specific devices.
  - b. Will ensure training is conducted as outlined in the USMS *Annual Retraining* directive.
  - c. Will ensure annual retraining is recorded on respective *Qualification Records*. The forms will be maintained in the appropriate district/division files.

- d. Less than lethal electronic control devices are classified as accountable property and shall be inventoried, accounted for, and hand-receipted in the same manner as firearms (See Appendix A to USMS directive, *Management of Personal Property* and USMS directive, *Firearms*).
- e. Will sign the Less Than Lethal Instructor's appropriate qualification record after the instructor conducts annual retraining for district/division personnel.
- f. Will replace operational employees' defective less than lethal devices out of work plan funds. Replacement should be based on a demonstrated need by the Less Than Lethal Instructor.
- g. May order operational personnel to carry a less than lethal device.

#### G. DEFINITIONS

1. **Operational Employees:** Employees assigned to the 1811, 082 or 1802 job series, or a U.S. Marshal.
2. **Less Than Lethal Device:** An authorized device that is intended to be used to effectively control a subject, but is not expected to cause serious injury or death.
3. **Subject(s):** Any person who comes into contact with operational employees while in performance of their duties (i.e., prisoners, fugitives, protestors, suspects, defendants, plaintiffs, and the public in general).
4. **Less Than Lethal Instructor:** A USMS operational employee trained and certified by the Training Academy as an instructor for one or more USMS approved less than lethal devices.
5. **Oleoresin Capsicum:** An inflammatory agent that occurs naturally in various plants. When transferred to a canister by a manufacturing process and used as a less than lethal device, it may cause respiratory inflammation consisting of coughing, shortness of breath and a gagging sensation. It causes severe twitching to involuntary closing of the eyes. It causes slight to acute burning sensation and redness of the skin.
6. **Oleoresin Capsicum Instructor:** An operational employee certified and authorized to instruct operational employees in the use of oleoresin capsicum and as authorized by the USMS Training Academy.
7. **Expandable Baton:** Three stage steel baton with hardened shafts that extend and lock by friction or a cam system. They possess a reinforced textured hard rubber or metal tip with a firm foam or rubber grip handle. The baton is designed to disrupt a subject's noncompliance by means of striking or penetrating large muscle groups, pressure points or close quarters contact areas sufficient to cause pain, immobilization, distraction or displacement of balance to gain compliance.
8. **Expandable Baton Instructor:** An operational employee certified and authorized to instruct operational employees in the use of the expandable baton and as authorized by the Training Academy.
9. **Electronic Immobilization Device (EID):** Weapons designed to disrupt a subject's central nervous system by means of deploying battery powered electrical energy sufficient to cause uncontrolled muscle contractions and override a subject's voluntary motor responses.
10. **EID Instructor:** An operational employee certified and authorized to instruct operational employees in the use of electronic immobilization devices and as authorized by the Training Academy.
11. **Electronic Restraint Devices (ERD):** Equipment that emits an electrical charge in order to subdue a violent person. The package is attached to the subject and is activated by remote control device, which for eight seconds delivers 50,000 volts, which may disorient, temporarily

immobilize and stun a subject without causing permanent injury.

12. **ERD Instructor:** An operational employee certified and authorized to instruct operational employees in the use of electronic restraint devices and as authorized by the Training Academy.
13. **Projectile Stun Gun (PSG):** Weapons designed to disrupt a subject's central nervous system by means of deploying battery powered electrical energy through projectiles sufficient to cause uncontrolled muscle contractions and override a subject's voluntary motor responses.
14. **PSG Instructor:** An operational employee certified and authorized to instruct operational employees in the use of projectile stun guns and as authorized by the Training Academy.
15. **Annual Retraining:** Mandatory annual training as outlined by the Assistant Director for Training. The training is conducted by a certified Less Than Lethal Instructor or a USMS instructor certified to instruct in specific devices (USM 333-B, USM 333-OC, USM 333-PSG, USM 333-EID, USM 333-ERD)

**Attachments**

**Attachment A****Oleoresin Capsicum (OC)**

- A. **POLICY:** Oleoresin Capsicum may be used by authorized and trained operational personnel in accordance with the USMS directive Use of Force policies and procedures.
- B. **PROCEDURES**
1. **Authorized Devices**
    - a. Only the Oleoresin Capsicum in USMS inventory are authorized provided they were approved in writing by the Assistant Director for Training or issued by the Training Academy. (See Training Academy link, Authorized Less-Than-Lethal Devices.)
    - b. Substitutions of Oleoresin Capsicum are not permitted without the written approval of the Assistant Director for Training and district management.
  2. **Carriage of Oleoresin Capsicum**
    - a. Certified operational personnel are encouraged to carry Oleoresin Capsicum while on duty.
    - b. When carrying Oleoresin Capsicum, it will be secured in an authorized holster.
    - c. Oleoresin Capsicum containers weighing 4.0 ounces or less may be placed in checked baggage inside an approved container according to FAA travel regulations. [49 CFR 175.10]
  3. **Storage/Security**
    - a. When not in actual personal custody, Oleoresin Capsicum must be stored in an appropriate locked container (safe, vault, weapons locker, etc.) to prevent loss, theft or unauthorized use of U.S. Marshals Service issued equipment.
    - b. When Oleoresin Capsicum is not being carried, it will be stored in a controlled area in the approved holster, or in a manner to prevent unintentional discharge.
    - c. Oleoresin Capsicum should not be stored in a motor vehicle or any area where extremely high or low temperatures are likely to occur.
  4. **Deployment Protocols**
    - a. OC Spray will be carried, deployed and activated in a manner consistent with current training procedures as established by the USMS Training Academy.
    - b. Oleoresin Capsicum will not be knowingly deployed near sparks or flames to avoid flammability type injuries to the subject or others in close proximity.
  5. The following topics are covered in policy directive, *Less Than Lethal Devices*:
    - a. Training
    - b. Use of Force Statement
    - c. Requirements After Use of Less Than Lethal Devices
    - d. Technical Malfunctions

- e. Training Academy Responsibilities
- f. Operational Employees Responsibilities
- g. Less than Lethal Instructors Responsibilities
- h. District/Division Management Responsibilities
- i. Definitions

**Attachment B****Expandable Baton**

- A. POLICY:** The expandable baton may be used by authorized and trained operational personnel in accordance with the USMS directive Use of Force policies and procedures.
- B. PROCEDURES**
1. **Authorized Devices**
    - a. Only the expandable baton models and attachments in USMS inventory are authorized provided they were approved in writing by the Assistant Director for Training or issued by the Training Academy. (See Training Academy link, Authorized Less-Than-Lethal Devices.)
    - b. Substitutions of expandable batons and attachments are not permitted without the written approval of the Assistant Director for Training and district management.
  2. **Carriage of expandable baton:** Certified operational personnel are encouraged to carry the expandable baton while on duty.
  3. **Deployment Protocols**
    - a. The expandable baton will be carried and deployed in a manner consistent with current training procedures as established by the USMS Training Academy.
    - b. The expandable baton will be deployed using only the strikes necessary to control and secure a resistant subject.
    - c. Operational personnel using the expandable baton will take reasonable measures to avoid strikes to the following areas unless deadly force is necessary:
      - (1) Head/Face
      - (2) Neck
      - (3) Spinal Column
      - (4) Solar Plexus
      - (5) Kidneys
      - (6) Groin
      - (7) Joints
  4. The following topics are covered in USMS directive, Less Lethal Devices:
    - a. Training

- b. Use of Force Statement
- c. Requirements After Use of Less Than Lethal Devices
- d. Technical Malfunctions
- e. Training Academy Responsibilities
- f. Operational Employees Responsibilities
- g. Less than Lethal Instructors Responsibilities
- h. District/Division Management Responsibilities
- i. Definitions

**Attachment C****Electronic Immobilization Device, (EID)**

i.e., Ultron II and XR 5000 Stun guns

- A. **POLICY:** Electronic Immobilization Devices (EID) may be used by authorized and trained operational personnel in accordance with the USMS directive Use of Force policies and procedures.
- B. **PROCEDURES**
  - 1. **Authorized Devices**
    - a. Only the EID models and holsters in USMS inventory are authorized provided they were approved in writing by the Assistant Director for Training or issued by the Training Academy. (See Training Academy link, Authorized Less-Than-Lethal Devices.)
    - b. Substitutions of EIDs or holsters and attachments are not permitted without the written approval of the Assistant Director for Training and district management.
  - 2. **Carriage of EID**
    - a. Certified operational personnel will first obtain verbal approval from district/division management to carry/deploy the EID.
    - b. In emergency situations where prior district/division management approval cannot be obtained, the EID may be deployed by a certified EID operator. At the first available opportunity, the EID operator will notify district/division management of the deployment to include the specific circumstances that necessitated the deployment.
    - c. The EID may be assigned for extended periods at district/division management's discretion via USMS hand receipt for operational situations such as enforcement operations, high threat trials, protective details, or as management deems appropriate.
    - d. When carrying the EID, it will be secured in an authorized holster and not located on the same side as the duty weapon.
  - 3. **Storage/Security**
    - a. When not in actual personal custody, the EID must be stored in an appropriate locked container (safe, vault, weapons locker, etc.).
    - b. When the EID is in an operational status, it will be carried in an approved holster.

4. **Deployment Protocols**

- a. The EID will be deployed and activated in a manner consistent with current training procedures as established by the USMS Training Academy.
- b. The EID will be activated using only the number of cycles necessary to control and secure a resistant subject.
- c. The EID will not be knowingly activated near flammable materials, liquids or fumes due to the potential for explosion. The EID will not be knowingly activated on a subject who has already been sprayed with OC Spray (alcohol based) to avoid flammability type injury to the subject or others in proximity.
- d. The EID user will take all reasonable measures to avoid intentional discharge of the EID to the following areas:
  - (1) Head/Face
  - (2) Neck
  - (3) Groin
  - (4) Female Breast
  - (5) Subject weighing less than 80 pounds

5. The following topics are covered in USMS directive, *Less Lethal Devices*:

- a. Training
- b. Use of Force Statement
- c. Requirements After Use of Less Than Lethal Devices
- d. Technical Malfunctions
- e. Training Academy Responsibilities
- f. Operational Employees Responsibilities
- g. Less than Lethal Instructors Responsibilities
- h. District/Division Management Responsibilities
- i. Definitions

**Attachment D**

**Electronic Restraint Device, (ERD)**  
i.e., REACT (Stun Belt) and (Band-It System)

**A. POLICY:** Electronic Restraint Devices (ERD) may be used by authorized and trained operational personnel in accordance with the USMS directive Use of Force policies and procedures.

**B. PROCEDURES**

1. **Authorized Devices**

- a. Only the ERD models in USMS inventory are authorized provided they were approved

in writing by the Assistant Director for Training or issued by the Training Academy. (See Training Academy link, [Authorized Less-Than-Lethal Devices](#).)

- b. Substitutions of ERDs are not permitted without the written approval of the Assistant Director for Training and district management.

2. **Carriage of ERD**

- a. Certified operational personnel will first obtain verbal approval from district/division management to deploy the ERD.
- b. In emergency situations where prior district/division management approval cannot be obtained, the ERD may be deployed by a certified ERD operator. At the first available opportunity, the ERD operator will notify district/division management of the deployment to include the specific circumstances that necessitated the deployment.
- c. The ERD may be assigned for extended periods at district/division management's discretion via USMS hand receipt for operational situations such as enforcement operations, high threat trials, protective details, or as management deems appropriate.

3. **Storage/Security**

- a. When not in actual personal custody, the ERD must be stored in an appropriate locked container (safe, vault, weapons locker, etc.). The unit battery will be replaced every two years and its usage recorded on the USMS StunBelt Charger/Battery Replacement Log.
- b. When the ERD is in an operational status, it will be placed on the subject in a manner consistent with current training procedures.

4. **Deployment Protocols**

- a. The ERD will be deployed and activated in a manner consistent with current training procedures as established by the USMS Training Academy.
- b. The ERD will be activated using only the number of cycles necessary to control and secure a resistant subject.
- c. The ERD will not be knowingly activated near flammable materials, liquids or fumes due to the potential for combustion. The ERD will not be knowingly activated on a subject who has already been sprayed with OC Spray (alcohol based) to avoid flammability type injury to the subject or others in proximity.
- d. The ERD user will take all reasonable measures to avoid activation of the ERD on prisoners known to have the following medical conditions:
  - (1) Pregnancy
  - (2) Heart Disease
  - (3) Multiple sclerosis, muscular dystrophy, epilepsy, or
  - (4) Any other medical condition known to pose a risk to the prisoner.

5. The following topics are covered in USMS directive, *Less Lethal Devices*:

- a. [Training](#)
- b. [Use of Force Statement](#)
- c. [Requirements After Use of Less Than Lethal Devices](#)

- d. Technical Malfunctions
- e. Training Academy Responsibilities
- f. Operational Employees Responsibilities
- g. Less than Lethal Instructors Responsibilities
- h. District/Division Management Responsibilities
- i. Definitions

**Attachment E****Projectile Stun Guns**

- A. POLICY:** Projectile Stun Guns (P.S.G.) may be used by authorized and trained personnel according to the USMS directive *Use of Force* policies and procedures.
- B. PROCEDURES**
1. **Authorized Devices**
    - a. Only the P.S.G. models, cartridges, holsters and accessories in USMS inventory are authorized provided they were approved in writing by the Assistant Director for Training or issued by the Training Academy. (See Training Academy link, *Authorized Less-Than-Lethal Devices*.)
    - b. Substitutions of P.S.G., cartridges or holsters and attachments are not permitted without the written approval of the Assistant Director for Training and district management.
    - c. The P.S.G. is classified as accountable property and shall be inventoried, accounted for, and hand-receipted in the same manner as firearms. (See USMS directive *Management of Personal Property*, **Appendix A** and USMS directive, *Firearms*.)
  2. **Training**
    - a. The only approved P.S.G. certification programs are those established by the USMS Training Academy or an approved vendor sponsored P.S.G. course as approved by the Assistant Director for Training
    - b. Districts/divisions that possess a P.S.G., will request training from the Training Academy for a district P.S.G. Instructor. Managers must ensure that all operational employees designated to carry and deploy the P.S.G. device are trained and certified.
  3. **Carriage of P.S.G.**
    - a. Certified operational personnel will first obtain verbal approval from district/division management to carry/deploy the P.S.G.
    - b. In emergency situations where prior district/division management approval cannot be obtained, the P.S.G. may be deployed by a certified P.S.G. operator. At the first available opportunity, the P.S.G. operator will notify district/division management of the deployment, to include the specific circumstances that necessitated the deployment.
    - c. The P.S.G. may be assigned for extended periods at district/division management's discretion via USMS hand receipt for operational situations such as task force operations, high threat trials, protective details, or as management deems appropriate.
    - d. When carrying the P.S.G., it will be secured in an authorized holster and not located on the same side as the duty weapon.
    - e. District Security Officers (personal service guards) are not authorized to utilize P.S.G. while employed by the USMS.
  4. **Storage/Security**
    - a. When not in actual personal custody, the P.S.G. must be stored in an appropriate locked container (safe, vault, weapons locker, etc.), with the cartridge removed and the safety engaged.

- b. When the P.S.G. is in an operational status, it will be worn in the approved holster or stored in a locked controlled area in the approved holster with cartridge attached.
- c. The P.S.G. can be stored in a motor vehicle in a secured locked storage container that is affixed to the vehicle.

5. **Deployment Protocols**

- a. The P.S.G. will be deployed and activated by cartridge discharge or "drive stun" in a manner consistent with current training procedures as established by the USMS Training Academy.
- b. The P.S.G. will be deployed using the minimum number of cycles to control and secure a resistant subject.
- c. The P.S.G. should not be deployed against a subject if the subject is located in a position (i.e., roof, top of stairway) where it is clear that, if struck by the P.S.G.'s projectile, the subject will fall a substantial distance which is likely to cause serious bodily injury or death to the subject.
- d. **The P.S.G. will not be knowingly deployed or activated on a subject who has already been sprayed with OC Spray (alcohol based) to avoid flammability type injury to the subject or others in close proximity or who are otherwise in close proximity to any combustible material.**
- e. The P.S.G. user must not aim for the subject's head, face, neck or groin.

6. **Post Activation Requirements:** In addition to the elements listed in USMS directive, *Less Lethal Devices*.

a. **Medical Considerations**

- (1) Operational employees are authorized to remove probes from subjects following the training protocols and blood borne pathogen precautions.
- (2) Seek medical care from a Medical Doctor, Physician's Assistant, EMT or other qualified medical provider for removal of probes located in the face, neck, breasts or groin or other area where standard removal protocol by operational employees would not be feasible.

b. **Reporting Requirements**

- (1) Collect the cartridge components including the cartridge, probes (bodily fluids precautions taken) and wires.
  - (a) All items will be collected only when the scene is safe and secured. Blood Borne Pathogens Precautions must be utilized. If items cannot be retrieved, document the circumstances in the USM-133, Use of Force Report.
  - (b) Items that are retrieved will be placed in an evidence container, documented on a USM-102, Seized Property and Evidence Control Form and tagged using the *Evidence* label, USM-8. This evidence will be secured in the designated storage location until the Office of Internal Investigations clears it for disposal.
- (2) **Data Port Download:** The activated P.S.G. will be removed from duty until data discharge history is downloaded to a computer system and a report is generated for submission with the USM-133, Use of Force Report. In exigent circumstances (i.e., emergency situation or rural area where the system for down load of information is not reasonably available) the device may remain deployed for the duration of the

mission, but no longer than necessary. District management must be notified immediately.

- (3) Complete Form USM-133, Use of Force Report, and attach the following documents and submit to the Office of Internal Investigations within 24 hours:
  - (a) Data Port Download Report
  - (b) USM-102, Seized Property and Evidence Control
  - (c) Photographs and/or video documentation
  - (d) USM-333-PSG, Projectile Stun Gun Qualification Record
- (4) Any serious injury or death possibly associated with the activation of the P.S.G. must be reported following the USMS directive, Significant Incidents Reporting. Until all computerized data is downloaded from the P.S.G. and approval is obtained from Office of General Counsel, the unit will not be turned over to an authorized investigative agency.

7. The following topics are covered in USMS directive, *Less Lethal Devices*:

- a. Training
- b. Use of Force Statement
- c. Requirements After Use of Less Than Lethal Devices
- d. Technical Malfunctions
- e. Training Academy Responsibilities
- f. Operational Employees Responsibilities
- g. Less than Lethal Instructors Responsibilities
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- i. Definitions