



Edina Police Operations Manual

Policy Number
530.00

Subject:

DISCHARGE OF FIREARMS

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06/01/1993

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06/10/2020

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PURPOSE

To develop guidelines for investigating incidents involving the discharge of a firearm by department personnel.

530.01

GENERAL STATEMENT OF POLICY

The following procedure should be used to investigate incidents of firearms discharged by department members, except when done for purposes of training or animal control.

530.02

GUIDELINES FOR OFFICER INVOLVED IN A FIREARMS INCIDENT

- Subd. 1** Whenever a department member discharges a firearm in the course of duty, except in cases of training or animal control, either intentionally or accidentally, the member should immediately:
- a) Notify the 911 police/fire dispatcher of the incident and location.
 - b) Determine the physical condition of any injured person and render appropriate first aid if safe to do so.
 - c) Request emergency medical services as necessary.
- Subd. 2** Unless injured, remain at the scene until the arrival of the on-duty supervisor and/or investigative personnel.
- Subd. 3** The officer's firearm that was involved in the incident will be submitted to the investigating agency at an appropriate time. The involved officer should be issued a replacement firearm at the earliest practical time.
- Subd. 4** Unless otherwise directed, the officer involved in the incident should, as soon as practical, submit a report of the facts surrounding the incident.
- Subd. 5** The officer should not discuss the case with anyone except:
- a) Supervisory and assigned investigative personnel.
 - b) The City or County Attorney's office.
 - c) The City's insurance carrier.
 - d) The officer's attorney, union representation, clergy, psychologist, or immediate family.

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Subd. 6 The officer should not grant an interview with the news media without first receiving the permission of the chief of police.

Subd. 7 The officer should make themselves available for official interviews and statements regarding the investigation of the case.

530.03 **GUIDELINES FOR 911 POLICE/FIRE DISPATCH**

Upon notification of firearms incident the 911 police/fire dispatcher should:

- a) Dispatch appropriate resources as requested, including PSAP or dispatch supervisor.
- b) Notify the on-duty supervisor.

530.04 **GUIDELINES FOR THE ON-DUTY SUPERVISOR**

The on-duty supervisor should:

- a) Proceed immediately to the scene.
- b) Secure the scene and any evidence.
- c) Assist the officer(s) involved.
- d) Evaluate the need for additional resources.
- e) Conduct a preliminary field investigation and only ask questions of the officer from the officer involved shooting checklist, listed below.
 - Are you injured?
 - If you know of an injured person, what is his/her location?
 - In what direction did you fire your weapon?
 - If any suspects are at large, what are their descriptions?
 - What was the direction of travel?
 - How long ago did they flee?
 - For what crimes are they wanted?
 - With what weapons are they armed?
 - Does any evidence need to be preserved?
 - Where is the evidence located?
 - Did you observe any witnesses, if so, where?

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- f) Notify the chief of police and division head of the officer(s) involved.
- g) Remove the involved officer from the scene as soon as it is practical and assign another officer to stay with the involved officer.
- h) Accept the officer's firearm that was involved and any additional magazines as evidence. This process should occur at a reasonable time and at an appropriate area and may be completed by the investigating agency. Secure the firearm and if practical, leave the firearm and magazines intact (i.e. leave round chambered in firearm, leave magazine in firearm and leave rounds in additional magazines).
- i) Issue a replacement firearm to the involved officer at the earliest practical time.
- j) Provide necessary supervisory assistance to the assigned detective(s) and to the investigating agency.
- k) Ensure that all radio and/or telephone transmissions that relate to the incident are saved. Ensure all audio/video recordings are retained.
- l) Ensure that the family of the involved officer is contacted and briefed to avoid alarm or confusion resulting from media coverage.

530.05 NEWS MEDIA

Only the chief of police or the chief's designee should release media information.

530.06 INCIDENT INVESTIGATION

Subd. 1 There will be a thorough investigation of every firearms incident as directed by the chief of police.

Subd. 2 If it is determined that the investigation should be conducted by an outside agency, the chief or designee must be the person to make the request.

530.07 POST INCIDENT FOLLOW UP

Subd. 1 In the event of an injury or death resulting from the incident, the involved officer(s) shall be placed on administrative leave, without loss of pay or benefits, pending the results of the investigation.

Subd. 2 The investigative lieutenant should be responsible for the overall investigation.

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Subd. 3 Professional counseling session(s) will be scheduled for the involved officer(s) and 911 Police/Fire dispatchers. Follow-up sessions for the officer(s) and their families will be scheduled as deemed necessary by the counseling unit.

Subd. 4 Non-involved department members will be briefed to avoid rumors.

530.08 **ADMINISTRATION INVESTIGATION**

The chief of police will assign an investigating supervisor to review the circumstances concerning each discharge of a firearm by a department member. The investigating supervisor shall submit a detailed report to the chief of police. This investigation shall be separate from any criminal investigation and its purpose is to evaluate:

- a) Whether the firearms discharge was within departmental policy or was accidental in nature.
- b) If any rules, regulations or laws were violated.
- c) Any training needs or considerations revealed by the incident.

530.09 **STATE REPORTING**

Subd. 1 The chief of police, in accordance with Minnesota State Statute [626.553](#), shall submit a written report of firearms discharge to the commissioner of public safety whenever an officer discharges a firearm in the course of duty other than for training purposes or animal control.

Subd. 2 The report must be filed within 30 days of the incident and shall include the reasons and circumstances surrounding the discharge.

Subd. 3 If it is feasible, the officer who discharged the firearm is responsible for submitting the report to the chief of police.