



Policy Revision Request

Requestor Name Lee Knouse ([Req by Chief Henderson](#)) Emp # 5931

This revision applies to Existing Policy 02-02-24

If new, recommended section _____

This revision is necessary to comply with Best Practices

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$0

Brief reason for the revision:

Removing the term Digital Crime Scene Management System as Officers no longer utilize this system. It is utilized by CSU but not sworn. Sworn utilizes Axon Evidence™

Document the changes or additions to the policy below. Please include the specific policy number. ~~Red strikethroughs~~ are used for deletions and blue underlined for text insertions. Please email completed forms to APDPolicy@austintexas.gov. Use this email for any related questions or issues for policy.

202 Firearm Discharge Situations

202.8 REPORTING OF INTENTIONAL FIREARM DISCHARGE AGAINST AN ANIMAL

202.8.2 REPORTING A FIREARM DISCHARGE AGAINST A DANGEROUS AND THREATENING ANIMAL

The following reporting guidelines will be followed for the destruction of a dangerous or attacking animal.

- (a) Employees who destroy an attacking or dangerous animal will notify their supervisor or another on-duty supervisor in the absence of their immediate supervisor, as soon as practical.
- (b) The supervisor, or designated acting supervisor, will respond to the scene and conduct an on-scene investigation of the incident, interview witnesses, and insure digital photographs are taken and downloaded into ~~the Digital Crime Scene Management System.~~ Axon Evidence™.

202.9.1 REPORTING OF UNINTENTIONAL FIREARM DISCHARGE WHILE ON-DUTY

The following reporting guidelines will be followed when an employee discharges a firearm unintentionally while on-duty.

(b) While Not in Training

- 1. If the result is death or injury to another then the incident will be handled as a Level 1 force incident. Refer to General Order 211 (Response to Resistance Inquiry, Reporting and Review).

2. If there is no injury or the injury is only to self:
 - (a) Employees will report the situation immediately and request their immediate supervisor to respond to the scene.
 - (b) If the unintentional discharge did not occur at a Department/City facility, Internal Affairs will be notified immediately or as soon as practical.
 - (c) Employees may be placed on restricted duty.
 - (d) The incident will be handled as a Class B Investigation as outlined in General Order 902 (Administrative Investigations):
 1. An incident report will be completed and witness statements taken. Digital photos will be taken and downloaded into ~~the Digital Crime Scene Management System~~ or Axon Evidence™.

202.9.2 REPORTING OF UNINTENTIONAL FIREARM DISCHARGE WHILE OFF-DUTY

The following reporting guidelines will be followed when an employee discharges a firearm unintentionally while off-duty.

- (b) If there is no injury or the injury is only to self and the unintentional discharge involves a department used firearm:
 1. If the incident occurs:
 - (a) Within the City of Austin - Employees will report the situation and immediately request an on-duty supervisor to respond to the scene.
 - (b) Outside the City of Austin – The employee will report the situation immediately to their supervisor, and the proper law enforcement authority. The employee's supervisor will coordinate with the agency responsible for any outside investigation.
 2. Internal Affairs will be notified immediately or as soon as practical
 3. The involved employee(s) may be placed on restricted duty.
 4. The incident will be handled as a Class B Investigation, per GO 902 Administrative Investigations:
 - (a) An incident report will be completed and witness statements taken. Digital photos will be taken and downloaded into ~~the Digital Crime Scene Management System~~ or Axon Evidence™
 - (b) The employee's immediate supervisor has investigative responsibility for the incident.
 - (c) The employee's chain-of-command will determine what, if any, corrective action is needed.
 5. The Training Commander will be notified as soon as practical.
- (c) If there is no injury or the injury is only to self, and the unintentional discharge involves a personally used firearm, whether inside or outside the City of Austin:
 1. Employees will report the situation immediately to their supervisor.
 2. The employee's supervisor shall make a determination if Internal Affairs will be notified and if the incident should be handled as a Class B Investigation, per GO 902 Administrative Investigations.
 3. If Internal Affairs is notified of the unintentional discharge of a personally used firearm the incident will be handled as a Class B Investigation, per GO 902 Administrative Investigations:
 - a. An incident report will be completed and witness statements taken. Digital photos will be taken and downloaded into ~~the Digital Crime Scene Management System~~ or Axon Evidence™.