

BLUETEAM GUIDELINES

3000.1 PURPOSE

These guidelines will assist supervisors when completing a BlueTeam entry for Complaints, Officer Involved Traffic Collisions, Pursuits and Use of Force Incidents. Supervisors are required to complete all other aspects of these investigations and reviews as outlined in department policy and procedure.

3000.2 GENERAL PROCEDURES

3000.2.1 FORWARDING AND RETURNING AN INCIDENT

If a supervisor has forwarded a BlueTeam incident and indicated additional follow up is pending, the Commander should return the incident to the supervisor with instructions to resubmit when all required documentation has been completed.

3000.2.2 ADMINISTRATIVE REPORTS

All Category I incidents require the completion of an Administrative Investigation. Additionally, a Commander may require an Administrative Investigation be completed for any BlueTeam, regardless of category level. The supervisor is required to attach the Administrative Report to the BlueTeam. There should be no hard copy of the Administrative Report once it has been attached to BlueTeam, however, the supervisor should ensure he/she signs the Administrative Report and uploads it in color. The supervisor is encouraged to retain a copy in his or her files until the Administrative Report has been approved via the chain of command.

Once the Administrative Report has been forwarded through the chain of command in BlueTeam, Internal Affairs will assess the case and in instances where no discipline is being recommended, Inspectors will ensure the involved employees are contacted for their final signature and they will be given their copies as required. In situations where discipline (below termination) is recommended, Internal Affairs Inspectors will prepare the necessary copies to be served along with markers indicating where the employee shall sign. Once the Administrative Report is signed by the involved employee, the signed version shall be sent in a sealed envelope to Internal Affairs, who will be responsible for uploading into Blue Team and closing out the incident.

3000.2.3 COMPLAINT FORMS

If a supervisor obtains a written complaint form from a subject, the form should be scanned and attached to the BlueTeam entry. The supervisor should send the hard copy in a sealed envelope to Internal Affairs. The Blue Team complaint entry should then be forwarded to the supervisor's chain of command.

3000.2.4 END OF WATCH

The handling supervisor shall complete a BlueTeam entry by end of watch (EOW). A Commander may grant a one day extension if appropriate. However, if the information needed will take the

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supervisor past one day, the supervisor should enter as much information as known and submit to the Commander, who should return the entry to the supervisor pending additional information.

3000.2.5 TRAINING

If a determination is made for additional training, a "Training Recommended Form" should be completed and submitted to the Training Division via the chain of command. The training will be recorded in the employee's training profile and placed in the employee's Personnel File. A copy of any training placed in the employee's Personnel File shall be provided to the involved employee.

3000.3 COMPLAINTS

Personnel Complaints include any allegation of potential misconduct that, if true, would constitute a violation of department policy/procedure, Federal, State, local or administrative laws, rules, or regulations.

1. List the following information in the "Summary" section
 - A. How was the complaint received
 - B. Details of complaint
 - C. Was interview recorded
 - D. Was a Complaint Form filled out
 - E. Subject's demeanor
 - F. Did individual agree to cooperate with the investigation
 - G. Please indicate if there is more than one BlueTeam entry associated with this incident (i.e., BlueTeam entry 1 of 2)
 - H. Please determine if the incident was within the policy or not. If the incident was not within policy, please attach a memorandum with additional information.
2. The supervisor should immediately contact his / her Commander (or Internal Affairs Commander if unavailable) as soon as possible if the allegation is criminal in nature or requires a prompt response.
3. If a complaint received during a use of force incident – Complete a BlueTeam Use of Force entry and BlueTeam Complaint entry.
4. Evidence – Book all complaint interviews (even if incriminating criminal statements were obtained) into evidence.
5. Routing – Scan and attach all related documents (complaint form, photos, video, etc.) to BlueTeam and send originals to Internal Affairs with the case number.

3000.4 MISCELLANEOUS

If a supervisor interviews a complainant and determines the complaint is one of service or procedure rather than misconduct, the supervisor will generate a Miscellaneous BlueTeam entry. The BlueTeam summary shall include the following information:

1. How was the complaint received

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2. Details of the incident
3. Was interview recorded (audio or BWC)
4. Was a Complaint Form filled out
5. Subject's demeanor
6. Please indicate if there is more than one BlueTeam entry associated with this incident (i.e., BlueTeam entry 1 of 2).

Upon completion of the BlueTeam, the supervisor shall forward it to their Commander.

3000.5 OFFICER INVOLVED TRAFFIC COLLISIONS

3000.5.1 DETERMINE CATEGORY I VS CATEGORY II INCIDENTS

1. Category I incident is defined as an officer involved traffic collision that results in any injury or significant damage or the officer is at fault.
2. Category II incident is defined as an officer involved traffic collision where there is no injury, the officer is not at fault and there is no significant damage.

3000.5.2 LIST THE FOLLOWING INFORMATION IN THE "SUMMARY" SECTION

- Name of involved officer(s)
- Activity just prior to collision (responding to call, routine patrol, reversing, etc.)
- Brief summary of the collision
- Whether there are injuries, description of injuries and whether any medical treatment was required (paramedics, hospital)
- Whether witnesses located and statements were taken (recorded)
- Whether the area was checked for video evidence and if so, what was located
- Did CSI respond?
- Disposition of other involved parties (arrested, cited, etc.)
- Administrative Report or Traffic Collision report pending (if one will be completed)
- Please indicate if there is more than one BlueTeam entry associated with this incident (i.e. BlueTeam entry 1 of 2)

3000.5.3 CATEGORY I INCIDENTS

After the initial review, the Commander should return the BlueTeam incident to the supervisor, pending completion of the the Administrative Investigation. with instructions to resubmit once all required documentation is completed. Once completed, the supervisor shall attach the traffic collision report and his/her Administrative Investigation and forward the incident to the Commander.

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3000.5.4 CATEGORY II INCIDENTS (2 OPTIONS)

The BlueTeam entry will be returned to supervisor. Once the traffic collision report has been completed and approved, the supervisor shall attach the report and forward the incident back to the Commander.

3000.5.5 COMPLETION OF A SUPPLEMENTAL POLICE REPORT

Supervisors are not required to complete a supplemental report.

3000.5.6 COMMANDER REVIEW

If the officer is not at fault, the involved officer's Commander will review the entry and if he/she agrees with the supervisor's recommendation, the BlueTeam entry will be forwarded to the Training Division for analysis and identification of possible training issues.

3000.6 POLICE PURSUITS

3000.6.1 DETERMINE CATEGORY I VS CATEGORY II INCIDENTS

1. Category I incident is defined as an officer involved vehicle pursuit that results in a collision.
2. Category II incident is defined as an officer involved vehicle pursuit where there is no collision.

3000.6.2 LIST THE FOLLOWING INFORMATION IN THE "SUMMARY" SECTION

- Name of involved officer(s)
- Activity prior to pursuit (responding to call, routine patrol, etc.)
- Brief summary of pursuit (to include)
 - Starting and termination points
 - Length of pursuit (approximate miles and time)
 - List officers who joined pursuit
 - Any collisions or injuries related to pursuit
- Were there any injuries and description of injuries? Was additional medical treatment required (paramedics, hospital)
- Were any witnesses located and statements taken (recorded)
 - Driver of suspect vehicle should be entered as "involved citizen" all other involved parties should be entered as "citizen witnesses"
 - Was the area checked for video evidence
- Did CSI respond?
- Disposition of other involved parties (arrested, cited, etc.)

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- Administrative Report or Traffic Collision report pending (if one will be completed)
- Please indicate if there is more than one BlueTeam entry associated with this incident (i.e. BlueTeam entry 1 of 2)

Note: Attach or upload related forms into BlueTeam and provide originals to appropriate division.

3000.6.3 CATEGORY I INCIDENTS

After review, the Commander will return the incident to the supervisor, pending the completion of an Administrative Investigation. Once completed, the supervisor shall attach his/her Administrative Investigation, related documentation, and forward the incident to the Commander.

3000.6.4 CATEGORY II INCIDENTS

The BlueTeam summary information will be the only documentation required.

3000.6.5 COMPLETION OF A SUPPLEMENTAL POLICE REPORT

Supervisors are not required to complete a supplemental report unless they observed activity or actions that would be used in a criminal prosecution (i.e. supervisor witnessed criminal conduct, interviewed the suspect or witnesses, etc.).

3000.7 USE OF FORCE

3000.7.1 DETERMINE CATEGORY I VS CATEGORY II INCIDENTS

1. Category I incident is defined as a use of force resulting in significant injuries to the subject of force.
2. Category II incident is defined as a use of force resulting in minor injuries to the subject of force.

3000.7.2 BLUETEAM SUMMARY

- Name of involved officer(s) and reason for activity (i.e. call for service, traffic stop, etc.)
- Name of officer(s) who used force and brief description of force used
- Was the suspect Mirandized and was recorded interview obtained
- Were there any allegations of excessive force or misconduct?
- Were there any injuries, description of injuries and was additional medical treatment required (paramedics, hospital)
- Were any witnesses located and statements taken (BWC or audio recorded)
- Was the area checked for video evidence
- Did CSI respond?
- Disposition of other involved parties (arrested, cited, etc.)
- Administrative Report pending (if one will be completed)

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- Please indicate if there is more than one BlueTeam entry associated with this incident (i.e. BlueTeam entry 1 of 2)

3000.7.3 CATEGORY I INCIDENTS

After review, the Commander will return the incident to the supervisor, pending the completion of the Administrative Investigation. Once completed, the supervisor will forward the incident back to the Commander with the reports attached to the BlueTeam.

3000.7.4 CATEGORY II INCIDENTS

The BlueTeam summary and supervisor's supplemental police report will be the only documentation required.

3000.7.5 COMPLAINT RECEIVED DURING A USE OF FORCE INCIDENT

1. Supervisors shall only indicate a statement was taken regarding the complaint. The supplemental police report should state that the subject filed a complaint, which was recorded as part of an administrative process.
2. A BlueTeam Use of Force entry and BlueTeam Complaint entry shall be completed.

3000.7.6 SUPERVISOR'S SUPPLEMENTAL POLICE REPORT AND BLUETEAM ENTRY

Supervisors are required to complete a supplemental police report and BlueTeam entry for incidents listed in the "Notification to Supervisors" section of the Use of Force Policy.

3000.7.7 PREVIOUS INJURIES

1. When an individual arrested by a member of this Department has received an obviously recent injury, and it has been clearly determined the injury occurred solely as a result of an incident prior to police contact (accidents, injuries inflicted by other parties, etc.) a BlueTeam "Inquiry" shall be completed.
2. When an individual arrested or detained by this Department has received an injury while in police custody which is not a result of the application of force, a BlueTeam "Inquiry" shall be completed. This would include persons whose injuries are a result of tripping, falling, resistance to handcuffs, restraints, or who injure themselves during resistive behavior while confined within police vehicles or interview rooms.

3000.8 INQUIRIES

The following shall be documented in BlueTeam as "Inquiries":

1. When an individual arrested by a member of this Department has received an obviously recent injury, and it has been clearly determined the injury occurred solely as a result of an incident prior to police contact (accidents, injuries inflicted by other parties, etc.).
2. When an individual arrested or detained by this Department has received an injury while in police custody which is not a result of the application of force. This would include persons whose injuries are a result of tripping, falling, resistance to handcuffs,

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restraints, or who injure themselves during resistive behavior while confined within police vehicles or interview room(s).

3. Property damage caused by police personnel.
4. Any other incident as directed by a Commander.

3000.9 ROUTING GUIDLINES

3000.9.1 USE OF FORCE

Category I (significant incidents) BlueTeam and Administrative Report	Supervisor >>>> Commander >>>> Deputy Chief >>>> Chief >>>> Training Sgt.
Category II (minor injuries) BlueTeam Only	Supervisor >>>> Commander >>>> Training Sgt. >>>> Internal Affairs

3000.9.2 PURSUIT

Category I (collision or injury) BlueTeam and Administrative Report	Supervisor >>>> Commander >>>> Deputy Chief >>>> Chief >>>> Training Sgt.
Category II (no collision and no injury) BlueTeam Only (+ other related forms)	Supervisor >>>> Commander >>>> Training Sgt.

3000.9.3 OFFICER INVOLVED TRAFFIC COLLISIONS

Category I (injury or at fault or significant damage)	Supervisor >>>> Commander >>>> Internal Affairs >>>> Commander >>>> Deputy Chief >>>> Chief >>>> Internal Affairs
Category II (not at fault, no injury and no significant damage) BlueTeam Only (+ other related forms)	Supervisor >>>> Commander >>>> Training Sgt. >>>> Internal Affairs

3000.9.4 COMPLAINTS

Complaint of Misconduct BlueTeam "Complaint"	Supervisor >>>> Commander >>>> Deputy Chief >>>> Internal Affairs Commander
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3000.9.5 MISCELLANEOUS

Complaint of Service or Procedure BlueTeam "Miscellaneous" entry only	Supervisor >>>> Commander >>>> Deputy Chief >>>> Internal Affairs Commander
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3000.9.6 INQUIRIES

BlueTeam "Inquiry" Entry	Supervisor >>>> Commander >>>> Deputy Chief >>>> Internal Affairs Commander
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