



Written Directive	Use of Force, Handcuffs and Intermediate Weapons
Effective Date: August 17, 2020	Applies to: Patrol Operations
CALEA: 1.2.2, 2.1.1, 2.1.2, 2.1.4, 2.1.5, 2.1.6, 2.1.7, 2.1.8, 2.1.9, 2.1.10, 2.1.11, 2.1.12, 25.2.7	Issuing Authority: Interim Director Michael Holt
Revised: August 10, 2020	Rescinds: July 8, 2020

I. Purpose

The purpose of this directive is to establish the authority of the Division of Campus Safety (DCS) and its Campus Safety Officers (CSOs) with respect to the application of force, reporting use of force incidents, and the process used to review physical, less-lethal and lethal force.

II. Definitions

- A. **Reasonable Force:** The reasonableness of a CSO's applied use of force action in determining the necessity for force and the appropriate level of force. CSOs shall evaluate each situation based upon the objective reasonableness standard, which requires careful consideration of the totality of the facts and circumstances known by the CSO prior to using force. This includes, but is not limited to, the seriousness of the crime, the level of threat or resistance presented by the subject, and the level of threat to the community.
- B. **Non-Deadly Force:** Any applied use of force action other than that which is considered "deadly force" as defined by this directive or applicable laws. This includes the use of Division approved weaponless tactics (physical force) and/or intermediate (less lethal) weapons used to control or restrain another, or to overcome the resistance of another with minimal risk of death or serious bodily injury.
- C. **Physical force:** Physical contact with a subject generally utilized to effect a lawful detention or other campus safety objective. Physical force includes handcuffing and empty hand techniques that are used to overcome a subject's physical resistance to the exertion of DCS member's authority, or to protect persons from harm.
 - i. Escort holds or guiding techniques which do not involve the application of physical strength, torqueing or skill techniques do not constitute physical force by this definition.
 - ii. Escort holds or guiding techniques of this nature do not require the completion of a Use of Force diagram or an entry into the Division's Guardian Tracking System, unless there is a complaint or visible sign of injury resulting from these specific maneuvers.
- D. **Empty Hand Control Techniques:** Weaponless tactics used to overcome a subject's resistance to the exertion of an authorized DCS member's authority to protect persons from harm.
 - i. Soft Empty Hand Control Techniques: designed to control passive or defensive resistance. Includes Division approved strength techniques, joint locks or pressure points; or, Knee Strike/Distraction techniques to the subject's thigh to prevent resistance from the escort position.
 - ii. Hard Empty Hand Control Techniques: designed to control active aggression but can be used to control defensive resistance when lower forms of control have failed or the CSO believes they will fail. They include Division approved defensive counterstrikes.



- E. **Intermediate Weapons (Less Lethal):** Division approved weapons/objects (not part of the human body) used to control resistance and, when applied within their design limitations, may not reasonably be expected to cause death or serious bodily injury.
- F. **Weapon of Opportunity:** A weapon of opportunity consists of any emergency/improvised object other than a Division approved intermediate (less lethal) weapon. (Examples of emergency/improvised objects include, but are not limited to, Flashlight, Portable Radio, Etc.)
- G. **De-escalation:** A CSO's intentional use of verbal and non-verbal communication to reduce the emotional, physical and/or mental stress level of a situation.
- H. **Last Resort:** Situations wherein certain immediate and drastic measures must be undertaken by a CSO in order to protect human life. Force used in these situations may involve the use of techniques or weapons not covered by directives; however, they remain to be measured by the reasonable force and objectively reasonable standards.

III. Written Directives

- A. Division of Campus Safety Officers (CSOs) are authorized to use only that force which is reasonably necessary to effectively bring an incident under control, while protecting the lives and welfare of the CSO and/or others. [CALEA 2.1.1]
- B. As authorized in Colorado Revised Statutes 18-1-704, and 18-1-706 a person is justified in using reasonable and appropriate physical force upon another person when and to the extent that he reasonably believes necessary to defend himself or a third person from what he reasonably believes to be the use or imminent use of unlawful physical force by another; or to effect a custodial arrest or to prevent the escape from custody of an arrested person. [CALEA 2.1.1]
 - i. **18-1-704. Use of physical force in defense of a person.**
 - a. Except as provided in subsections (2) and (3) of this section, a person is justified in using physical force upon another person in order to defend himself or a third person from what he reasonably believes to be the use or imminent use of lawful physical force by that of another person, and he may use a degree of force which he reasonably believes to be necessary for that purpose.
 - b. Deadly physical force may be used only if a person reasonably believes a lesser degree of force is inadequate and:
 - 1. The actor has reasonable ground to believe, and does believe, that he or another person is in imminent danger of being killed or of receiving great bodily injury; or
 - 2. The other person is using or reasonably appears about to use physical force against an occupant of a dwelling or business establishment while committing or attempting to commit burglary as defined in sections 18-4-202 to 18-4-204; or
 - 3. The other person is committing or reasonably appears about to commit kidnapping as defined in section 18-3-301 or 18-3-302, robbery as defined in section 18-4-301 or 18-4-302, sexual assault as set forth in section 18-3-402, or in section 18-3-403 as it existed prior to July 1, 2000, or assault as defined in sections 18-3-202 and 18-3-203
 - c. Notwithstanding the provisions of subsection (1) of this section, a person is not justified in using physical force if:
 - 1. With intent to cause bodily injury or death to another person, he provokes the use of unlawful physical force by that other person; or
 - 2. He is the initial aggressor; except that his use of physical force upon another person under the circumstances is justifiable if he withdraws from the encounter and effectively communicates to the other person his intent to do so,



but the latter nevertheless continues or threatens the use of unlawful physical force; or
3. The physical force involved is the product of a combat by agreement not specifically authorized by law.

- d. In a case in which the defendant is not entitled to a jury instruction regarding self-defense as an affirmative defense, the court shall allow the defendant to present evidence, when relevant, that he or she was acting in self-defense. If the defendant presents evidence of self-defense, the court shall instruct the jury with a self-defense law instruction. The court shall instruct the jury that it may consider the evidence of self-defense in determining whether the defendant acted recklessly, with extreme indifference, or in a criminally negligent manner. However, the self-defense law instruction shall not be an affirmative defense instruction and the prosecuting attorney shall not have the burden of disproving self-defense. This section shall not apply to strict liability crimes.

ii. **18-1-704. Use of physical force in defense of a person.**

A person in possession or control of any building, realty, or other premises, or a person who is licensed or privileged to be thereon, is justified in using reasonable and appropriate physical force upon another person when and to the extent that it is reasonably necessary to prevent or terminate what he reasonably believes to be the commission or attempted commission of an unlawful trespass by the other person in or upon the building, realty, or premises. However, he may use deadly force only in defense of himself or another as described in section 18-1-704, or when he reasonably believes it necessary to prevent what he reasonably believes to be an attempt by the trespasser to commit first degree arson.

iii. **18-1-706. Use of physical force in defense of property**

A person is justified in using reasonable and appropriate physical force upon another person when and to the extent that he reasonably believes it necessary to prevent what he reasonably believes to be an attempt by the other person to commit theft, criminal mischief, or criminal tampering involving property, but he may use deadly physical force under these circumstances only in defense of himself or another as described in section 18-1-704.

iv. **18-1-707 (7). Use of physical force in making an arrest or in preventing an escape**

A private person acting on his own account is justified in using reasonable and appropriate physical force upon another person when and to the extent that he reasonably believes it necessary to effect an arrest, or to prevent the escape from custody of an arrested person who has committed an offense in his presence; but he is justified in using deadly physical force for the purpose only when he reasonably believes it necessary to defend himself or a third person from what he reasonably believes to be the use or imminent use of deadly physical force.

v. **City and County of Denver Excise and Licensing – Private Security Employer Weapons Endorsement [CALEA 1.2.2]**

The University of Denver Division Of Campus Safety's Campus Safety Officers are licensed with the City of Denver Excise and Licensing Division. This license contains a weapons endorsement and authorization for DCS Campus Safety Officers to use specific weapons in the course of their duties, to include handcuffs, baton, and pepper spray (OC Agent), under the Division's licensing.

- C. CSOs do not have the same authorities or training as sworn certified police/peace officers. Police/Peace officers are charged with the enforcement of laws in the City of County of Denver while CSOs are responsible for protecting the people and property on DU owned or controlled property. CSOs are not authorized to carry any lethal force weapons. [CALEA 2.1.1]



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D. De-escalation Techniques:

- i. A CSO should utilize de-escalation techniques or other alternatives to higher levels of force, unless doing so would compromise the safety of the CSO or another person.
- ii. When possible and safe to do so, a CSO shall allow an individual time and opportunity to submit to verbal commands and direction before force is applied.

E. Duty to Intervene:

- i. When a CSO reasonably believes they have observed another CSO apply a Use of Force action that is not consistent with Division directives, applicable training, or the law, the CSO shall:
 - a. Take appropriate action to curtail such an abuse of authority.
 - b. Bring the situation to the attention of the shift supervisor, if they are not already aware.
 - c. Prepare a detailed memorandum prior to the end of their shift and forward it to the shift supervisor.
 - d. The Shift Supervisor is responsible for ensuring that all documentation of this nature is accurate and complete and forwarded to the Director of Campus Safety via the chain of command as soon as practical.
- ii. If the Shift Supervisor is involved in the excessive force action or is aware but refusing to address the issue, the CSO should complete a memorandum and forwarded it directly to the Captain of Patrol Operations, who will notify the Director of Campus Safety.
- iii. A CSO may break chain of command and report the matter directly to the Director of Campus Safety, via the Division's internal complaint process, whenever the CSO reasonably believes that the Patrol Captain is involved or is failing to address the incident.

IV. References

C.R.S. 18-1-704

C.R.S. 18-1-705

C.R.S. 18-1-706

C.R.S. 18-1-707

C.R.S. 18-3-303

City and County of Denver Private Security Employment for Weapons Endorsement FTO Training Manual

V. Rules and Procedures

A. Use of Non-Deadly Force: [CALEA 1.2.2, 2.1.1, 2.1.4]

- i. CSOs are authorized to use Division approved weaponless techniques (physical force) and/or intermediate (Less Lethal) weapons to:
 - a. To control a subject's physical resistive behavior



- b. To protect themselves or others from physical harm
 - c. To affect a custodial arrest
 - d. To prevent the escape of party while waiting for DPD response
- ii. CSOs will assess the incident and select the Division approved weaponless technique and/or intermediate (less lethal) weapon with which they can best de-escalate and bring the incident under control in a safe manner.

B. Use of Deadly Force: [CALEA 2.1.2]

- i. Deadly force is only authorized when the CSO reasonably believes that the action is in defense of human life, including the CSO's own life, or in defense of any person in imminent danger of receiving serious bodily injury.
- ii. The following tactics are prohibited unless the use of deadly force is authorized as a means of last resort:
 - a. Intentional strikes to a subject's head, neck, spine, and clavicle area during the application of any use of force, with or without a weapon.
 - b. The use of a vehicle to intentionally ram, collide, and/or force a subject's vehicle off the roadway or into a stationary object.

C. Authorized Use and Types of Physical Force [CALEA 2.1.1]

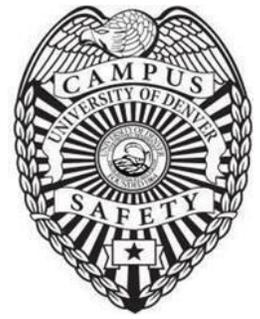
- i. **Hand Control Techniques:** CSOs may use Division approved empty hand control techniques as a response option in the application of physical force. Approved empty hand control techniques consists of:
 - a. **Soft Empty Hand Control Techniques:** designed to control passive or defensive resistance. Includes Division approved strength techniques, joint locks or pressure points; or, Knee Strike/Distraction techniques to the subject's thigh to prevent resistance from the escort position.
 - b. **Hard Empty Hand Control Techniques:** designed to control active aggression but can be used to control defensive resistance when lower forms of control have failed or the CSO believes they will fail. They include Division approved defensive counterstrikes.
 - c. **Neck restraints, choke holds, or other similar techniques used with the intent to restrict or stop the flow of oxygen to the brain are strictly prohibited.**
- ii. **Handcuffs:** CSOs may use Division approved and issued handcuffs to detain an individual in accordance with established Division directives and applicable laws. Approved types of handcuffs are as follows:
 - a. Peerless, Smith and Wesson Chain link handcuffs
 - b. No hinged handcuffs are permitted or authorized for use
- iii. No leg irons, waist chains or flex cuffs are permitted for use unless specifically authorized by a supervisor and this authorization is documented in a computer-generated offense/incident report.

D. Authorized Use and Types of Intermediate/Less Lethal Weapons [CALEA 2.1.9, 2.1.10, 2.1.12]

- i. Intermediate (less lethal) weapon use is authorized when deadly (lethal) force is not justified and physical force is ineffective or perceived to be ineffective.
- ii. Only weapons authorized and issued by the Division may be used by CSOs in the performance of their duties. Authorized Division intermediate/less lethal weapons include the expandable baton and OC agent. [CALEA 2.1.9]



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- iii. Only CSOs who receive training and demonstrate proficiency in the use of Division approved and issued intermediate/less-lethal weapon are authorized to carry the respective intermediate/less-lethal weapon. [CALEA 2.1.10]
- iv. All CSOs authorized to carry Division approved and issued intermediate/less lethal weapons shall receive Division directive related to Use of Force, Searches, and Detaining Individuals before being authorized to carry a weapon. Directive receipt and curriculum delivery shall be documented in PowerDMS. [CALEA 2.1.12]
- v. Types of Authorized Intermediate/Less Lethal Weapons: DCS provides training, which includes demonstration of proficiency, in the use of a Division approved and issued OC agent and expandable straight baton.
 - a. OC Agent: The type of OC Agent authorized and approved for use by the Division is the Sabre Red Gel (Crossfire Technology) [CALEA 2.1.9a]
 - b. Expandable Baton: The type of expandable baton authorized and approved for use by the Division is the ASP Baton (16-inch, 21 inch, or 26 inch). [CALEA 2.1.9a]
- vi. All intermediate/less lethal weapons shall be carried in a proper carrier when not in use.
- vii. No changes, alterations, modifications or substitutions shall be made to Division approved and issued intermediate/less lethal weapons.

E. Displaying an Intermediate/Less Lethal Weapon:

- i. CSOs shall not display any intermediate/less lethal weapon as an intimidation device unless in the attempt to prevent further escalation of resistance by a subject.
- ii. CSOs may only remove their intermediate/less lethal weapons from their carriers under the following circumstances:
 - a. During authorized training
 - b. For maintenance purposes
 - c. When the CSO reasonably believes that it is necessary to use the weapon in a manner to control the resistant behavior of a subject, while in the performance of their duty
 - d. When directed by a supervisor
- iii. Displaying an intermediate/less lethal weapons towards a subject as a means of gaining control or compliance, constitutes a reportable use of force incident and will be documented in accordance with procedures established in this directive.

F. Review, Inspection, Approval and Records of Intermediate/Less Lethal Weapons [CALEA 2.1.9]

- i. All intermediate/less lethal weapons will be inspected and approved for use by a qualified instructor to ensure the weapon is safe, functional and operational before use. The inspection will occur during the period recommended by the weapon's manufacturer and/or during the required certification and re-certification training sessions. [CALEA 2.1.9c]
- ii. All intermediate/less-lethal weapons that are defective, expired, or otherwise determined to be unsafe shall be removed from service by the qualified instructor or designee, who will notify the Assistant Director of Compliance and Administration or designee. [CALEA 2.1.9d]
- iii. The DCS Compliance and Administration Office will make arrangements to issue the member a safe, functional and operational intermediate/less lethal weapon as a replacement. [CALEA 2.1.9d]
- iv. The DCS Compliance and Administration Office will maintain a complete inventory record of all Division approved intermediate/less lethal weapons for official use by an authorized DCS member. [CALEA 2.1.9e]



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G. Weapons of Opportunity

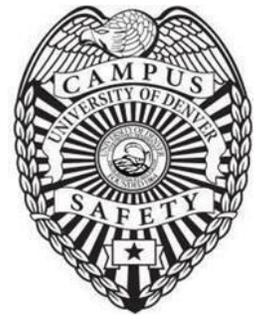
- i. Weapons of opportunity may be used when the nature of the weapon chosen, and the method of its use meets the objectively reasonable standard and otherwise complies with this directive.
- ii. Weapons of opportunity should only be used when appropriate Division approved intermediate (less lethal) weapons are not immediately accessible or available.
- iii. Any application of a weapon of opportunity shall be documented in accordance with reporting procedures established within this directive.

H. Training: [CALEA 2.1.11, 2.1.12]

- i. All CSOs are required to maintain minimum qualification and demonstrate proficiency annually for:
 - a. All Division approved intermediate/less lethal weapons they are authorized to use/carry by the Division of Campus Safety, prior to issuance.
 - b. All Division authorized control techniques and tactics, to include handcuffing.
- ii. The Division of Campus Safety requires the following training:
 - a. All new CSOs must complete 24 hours of training in Pressure Point Control Tactics (PPCT), this training includes the use of the Division authorized expandable baton and handcuffs.
 - b. All new CSOs must complete training on the use of the Division authorized OC agent.
 - c. All CSOs must complete 16 hours of PPCT annually for re-certification.
 - d. All CSOs must complete annual training in the use of the Division authorized OC agent for re-certification.
- iii. Training (both initial and re-certification) shall include instruction on the Division's directives related to Use of Force, Searches, and Detaining Individuals.
 - a. CSO trainees shall be provided this instruction and acknowledge receipt of these directives by signing for them in PowerDMS prior to being issued any of Division authorized intermediate/less lethal weapons outlined in this directive.
 - b. Current CSOs shall be provided this instruction annually as part of their re-certification, which includes Division intermediate/less lethal weapons, for continued use of the weapons in the course of their duties.
- iv. All intermediate/less-lethal weapon proficiency training will be monitored and documented by a certified instructor. [CALEA 2.1.11a, 2.1.11b]
- v. CSOs who are unable to demonstrate proficiency with any intermediate/less-lethal weapon issued to them will complete remedial training and are no longer authorized to carry the weapon until such time as proficiency is demonstrated and documented. [CALEA 2.1.11c]

I. Medical Evaluation and Care: [CALEA 2.1.5]

- i. CSOs who apply a use of force action on a subject shall evaluate the subject for injuries as soon as practical following the use of force action. All subjects who are placed into restraints following a use of force will be monitored for positional asphyxia.
- ii. Following a use of force action, CSOs shall ensure that appropriate medical aid is provided as soon as practical when:



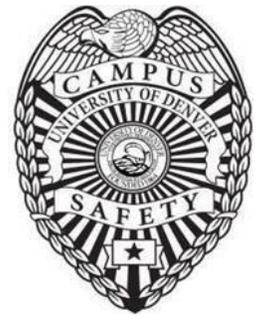
- a. The subject requests medical treatment;
 - b. The subject complains of injury or continued pain;
 - c. The subject is unconscious;
 - d. The CSO observes or suspects injury to the subject;
 - e. Directed by a member of Senior Management, Shift Supervisor or Officer in Charge
- iii. CSOs will render first aid to the level of their training, when requested and/or required. The determination of this level of training is at the discretion of the CSO and/or appropriate supervisor.
- a. CSOs shall request an ambulance, paramedics, rescue unit or other appropriate medical aid for all subjects who request it or who show signs of an injury that requires medical treatment beyond the level of the CSO's first aid training.
 - b. Individuals exhibiting signs of unusual distress should be transported to a medical facility for treatment by appropriate medical personnel.
- iv. CSOs shall assist in the following decontamination/recover process of a subject exposed to an OC agent:
- a. Remove the subject from the area of exposure when possible.
 - b. Allow the subject access to fresh air (ventilation)
 - c. Rinse the subject's eyes/skin with cool water (if available)
- v. CSOs shall continue to closely monitor the subject until they are released to other medical or law enforcement personnel.
- vi. CSOs who provide a subject with medical assistance following a use of force action shall notify an on-duty supervisor of the incident as well as the injuries sustained as a result of the incident as soon as practical. In instances involving serious bodily injury or death of an individual as a result of a use of force action, the Director shall be notified.

J. Supervisor Notification and Responsibility

- i. As soon as practical, a CSO shall notify a shift supervisor following an application of force as defined by this directive, if the shift supervisor is not already present on the scene.
- ii. If not already present, or involved in the use of force action, the Shift Supervisor shall respond to the incident location. The Shift Supervisor is expected to:
 - a. Ensure that any injured parties are provided medical care per established directives.
 - b. Obtain basic facts from the involved CSOs.
 - c. Ensure photographs have been taken of any areas involving visible injuries or complaint of pain, as well as overall photographs to document lack of injury, if practical.
 - d. Ensure any video or audio of the incident is collected, if practical.
 - e. Ensure required documentation is completed.

K. Reportable Use of Force Actions: [CALEA 2.1.6]

- i. The following constitutes a Reportable Use of Force action. Each CSO shall submit a written primary or supplement report within the Division's ARMS case management system when the respective CSO:



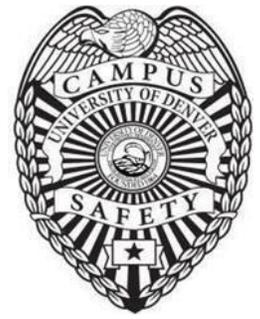
- a. Applies physical force as defined by this directive. [CALEA 2.1.6d]
 - b. Uses an intermediate/less lethal weapon. [CALEA 2.1.6c]
 - c. Applies a use of force action that results in, or is alleged to have resulted in, any injury or death of another person. [CALEA 2.1.6 b]
 - d. Applies a weapon of opportunity under any circumstance.
 - e. Intentionally exhibits an intermediate/less lethal weapon in the course of duty to gain control or compliance from the individual.
- ii. All use of force action(s) shall be documented, promptly, completely and accurately. Each CSO who applies a use of force action as defined above shall submit a written primary or supplement report within the Division's ARMS case management system. Such reports shall be submitted prior to the end of the CSO's shift.
 - iii. In situations where the CSO uses escort holds or guiding techniques which do not constitute use of force, the CSO shall still complete an incident or supplement report.
 - iv. In situations where the CSO uses deadly force, the involved CSO will not complete a report. The supervisor shall designate this responsibility to another DCS member who did not use force in the same incident.
 - v. When documenting the Use of Force, CSOs shall completely describe the incident and should include:
 - a. CSO's initial observations upon arrival
 - b. CSO's uniform description
 - c. Number of CSOs present
 - d. Verbal commands given during incident
 - e. De-escalation methods used during incident, if any
 - f. Totality of the circumstances that necessitated the use of force action.
 - g. Type of force utilized.
 - h. Description of any signs of injury, complaint of injury or lack of injury to the suspect.
 - i. Names of other DCS personnel involved.
 - j. Names of witnesses, if applicable.
 - vi. The ARMS report and all supplements (if applicable) will follow the Division's report approval process. Approval of the ARMS report(s) is focused solely on the content of the associated event surrounding the use of force incident and not used to determine the justification of the Use of Force action.

L. Administrative Review of Use of Force Reports [CALEA 2.1.7]

- i. Use of Force actions shall be reviewed by the Division's Use of Force Review Board per incident. The Division's Use of Force Board is a compilation of the following positions:
 - a. Captain of Patrol Operations
 - b. Lead PPCT Instructor
 - c. Training Coordinator
- ii. All reportable use of force action and associated records will be entered into the Division's Guardian Tracking System and reviewed by the Division's Use of Force Board for compliance with Division directives and associated training. A Use of Force action that is reported in Guardian Tracking does not eliminate the DCS member's obligation to document and articulate their respective use of force action in the associated ARMS report.



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- a. Use of Force actions and related documentation shall be entered into the Division's Guardian Tracking by the DCS Compliance and Administration Office and sent to the Division's Use of Force Review Board within (3) business days of the incident.
 - b. Guardian Tracking Use of Force entries shall be reviewed by the Use of Force Review Board within (10) calendar days of its creation.
 - c. Any exigent circumstance must be approved by the Director of Campus Safety and noted in the associated entry.
- iii. The Use of Force Review Board will review all Guardian Tracking use of force entries. Recommendations will be made as to whether the Use of Force action applied was in compliance with Division directives and training. The reasonableness of de-escalation techniques and avoidance will be a consideration.
- a. The Use of Force Review Board will notate any comments and concerns in the associated Guardian Tracking Entry.
 - b. The Captain of Patrol may request a formal inquiry or administrative investigation into any documented concern regarding the use of force action. This will be documented in the associated Guardian Tracking entry.
 - c. The Use of Force Review Board will send their determination to the Director of Campus Safety for final review and approval.
- iv. The DCS Compliance and Administration Office will ensure the implementation of all recommendations approved by the Director of Campus Safety and submit the final documentation into the Guardian Tracking System for reporting purposes.

M. Annual Analysis of Use of Force and Assault on Campus Security Officers [CALEA 2.1.13, 2.1.14]

- i. Annually, the Director of Campus Safety, the Commander/Associate Director and the lead PPCT instructor will review all use of force actions occurring within the previous calendar year to the review in order to determine if any training needs exist, if the Division's equipment is adequate, and if any written directive modifications are necessary.
- ii. The Commander/Associate Director will complete an annual analysis report of the Division's Use of Force activities, directives and practices. The analysis should identify: [CALEA 2.1.13]
 - a. The date and times of incidents.
 - b. Types of encounters resulting in Use of Force actions.
 - c. Trends or patterns related to race, age, and gender of subjects involved.
 - d. Trends or patters resulting in injury to any person including DCS personnel; and
 - e. The impact of findings on Division directives, practices, equipment and training.
- iii. The Commander/Associate Director will complete an annual review of all assaults on CSOs to determine any trends or patterns. The review will include recommendations to enhance officer safety, revise directives, or address training issues. [CALEA 2.1.14]
- iv. The Use of Force Analysis and Assault on Campus Safety Officers review may be documented in one report. This report will be made available to the campus community and general public via the Division of Campus Safety website.

N. Administrative Relief of Duty [CALEA 2.1.8, 25.2.7]

- i. DCS members may be placed on administrative leave for a period determined by the Director of Campus Safety or designee under the following circumstances:



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- a. When a CSO's use of force action results in death or serious bodily injury to another person.
 - b. When a CSO is the subject of an internal affairs or other administrative investigation for any allegation that involves:
 - c. Serious employee misconduct.
 - d. Violation of the Division's Code of Conduct or Code of Ethics
 - e. Violation(s) of Division's directives or University of Denver's policies that are serious in nature or may cause loss of credibility/confidence in the CSO's ability to perform their duties.
 - f. Pending the outcome of any investigation when it appears that the action is in the best interest of the Division.
- ii. Administrative Relief of Duty is considered paid administration leave; therefore, DCS members placed on Administrative Relief of Duty shall:
- a. Be available for interviews by DCS or University personnel or other work-related needs as determined by the Director or designee.
 - b. Not return to active duty without written authorization from the Director of Campus Safety or their designee.
- O. Records Management:** All documentation that pertains to use of force incidents is maintained in the Division's Guardian Tracking System and ARMS electronic database in accordance with established records retention regulations and laws.