

Administrative Response Team (ART)

302.1 GENERAL

The essence of the law enforcement profession provides that Department Members will periodically become involved in serious incidents and events that are of critical concern to both the public and to the law enforcement community. Often, these incidents and events have significant Department implications in the areas of policy, risk management, liability, and/or other administrative factors. It is important for the Department to effectively evaluate these issues in a timely manner to determine if immediate action is needed to remedy potential deficiencies.

302.2 ADMINISTRATIVE RESPONSE TEAM (ART)

The Administrative Response Team (ART) are Members of the SAFE Division who assemble and respond to Member-involved shootings and other significant incidents and events, on behalf of the Sheriff and Executive Command, to conduct administrative assessments based on the facts of the incident.

The ART response shall consist of at least two Members of the SAFE Division as determined by the SAFE Division Commander or Captain(s). The Members of ART shall vary by incident, based on scheduled rotation and availability.

302.3 PURPOSE AND SCOPE

The purpose of the ART is to evaluate significant incidents and events from an administrative perspective and identify possible policy-related concerns, risk management and liability issues, training concerns, force and force options, tactics, supervisory involvement/control, equipment issues and other administrative factors.

The ART, may be comprised of Internal Affairs personnel. However, their response to an incident is in a separate capacity and they are not present to conduct a personnel investigation and/or related administrative interviews, unless otherwise directed by the Sheriff's Executive Command.

302.4 RESPONSE

The ART shall respond to all Member-involved shootings, in-custody deaths or any other incident as deemed necessary by Sheriff's Executive Command.

The ART may respond to the following incidents (this list is not all inclusive):

1. Use of force incidents resulting in significant injuries and/or death;
2. Post-custody jail deaths;
3. Vehicle pursuits resulting in significant injuries and/or deaths;
4. Major jail incidents (use of force, riots, escapes, in-custody deaths);
5. Any incident/event with increased liability and exposure to the Department.

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302.5 PROCEDURES

In the event of a Member-involved shooting or other significant incident, any Member of the Sheriff's Executive Command may request an ART Response. The on-duty Department Commander shall coordinate with Sheriff's Executive Command to notify the SAFE Division Commander or Captain(s), who will then identify and dispatch the necessary ART personnel.

The Administrative Response Team shall:

1. Identify and meet with the on-scene incident commander;
2. Attend briefings regarding the incident;
3. Collect all facts and information related to administrative concerns;
4. Evaluate the entire incident to include the circumstances leading up to the incident, the facts of the incident and post-incident events and activities. The ART shall utilize information obtained at the scene and provided by the District Attorney's Office and/or OCSD Criminal Investigations Bureau.

302.6 USE OF FORCE INCIDENTS (MEMBER INVOLVED SHOOTINGS)

When the ART responds to a Member-involved shooting incident, the Supervisory Use of Force Analysis required by Policy § 300 shall be superseded by the Internal Affairs administrative investigation. Final policy determinations shall occur as part of the Internal Affairs review (Policy § 310.2).

1. The Administrative Response Team shall be responsible for entering the use of force into CRM referencing the use of force to the corresponding personnel investigation (PI) number.
2. In CRM, the use of force shall be assigned to the involved Member's divisional chain of command, who shall close out the incident without delay with the determination of "Refer to Internal Affairs."

302.7 USE OF FORCE INCIDENTS (INVOLVING RESPONSE BY HOMICIDE DETAIL AND/OR OCDA)

A Use of Force incident involving significant injury or death may require the response of the Homicide Detail and/or the District Attorney's Office. If the Homicide Detail and/or District Attorney's Office responds to an incident, the Use of Force Analysis required by Policy § 300 shall be conducted in the same manner as defined in Policy § 302.6 (Member-involved shootings):

1. The Administrative Response Team shall be responsible for entering the use of force into CRM referencing the use of force to the corresponding personnel investigation (PI) number.
2. In CRM, the use of force shall be assigned to the involved Member's division chain of command, who shall close out the incident without delay with the determination of "Refer to Internal Affairs."

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3. If it is later determined the District Attorney's Office will not initiate a criminal investigation of the incident, the use of force may be reassigned in CRM to the division of origin for analysis and investigation.

302.8 USE OF FORCE INCIDENTS - ALL OTHERS

When the ART responds to a use of force incident, other than a Member-involved shooting or a use of force involving a significant injury or death (see Policies §300.6, 302.6, and 302.7), the on-scene supervisor shall be responsible for entering the use of force into CRM and conduct the Supervisory Use of Force Analysis.

302.9 POST INCIDENT DUTIES AND RESPONSIBILITIES

The Administrative Response Team shall collect and evaluate all relevant information and prepare an administrative briefing for Sheriff's Executive Command within three days of the incident or at the next scheduled Executive Command meeting.

The administrative briefing shall include policy-related concerns, risk-management and liability issues, training concerns, force and force options, tactics, supervisory involvement/control, equipment issues, and other administrative factors. The administrative briefing shall be reviewed by County Counsel prior to the presentation to the Sheriff's Executive Command in order for County Counsel to provide input and identify potential risk-management and liability issues.

Sheriff's Executive Command shall utilize the ART briefing to review, discuss, and evaluate administrative issues and take any necessary action. This includes initiating a Critical Incident Review or convening the Administrative Review Board. For further, refer to policy 301.