



# DIRECTIVE: 4.6

<b>SUBJECT:</b> Blue Team Policy			<b>Number of Pages:</b> 4	
<b>DISTRIBUTION:</b> All Personnel	<b>AMENDS:</b> N/A	<b>THIS ORDER CANCELS:</b> N/A		
<b>DATE OF APPROVAL:</b> 4/4/2017	<b>DATE OF ISSUE:</b> 4/7/2017	<b>APPLICABLE ACCREDITATION STANDARDS</b>		
<b>ISSUED BY:</b> Bobby L. Cummings, M.S. Chief of Police <b>Reviewed: 12/8/2016</b>				

# BLUE TEAM POLICY

## PURPOSE

The purpose of this directive is to establish a uniform policy that will provide supervisors of this department guide lines of how and when to enter incidents into the Blue Team computer system. Furthermore, the department recognizes the need to have a system in place that can accurately record incidents that require investigation by a supervisor for yearly statistical reporting purposes.

## POLICY

This policy requires supervisors of this department to enter all supervisory investigations into the Blue Team computer system. All investigations must be entered into the Blue Team system on the date the investigation began. **All investigations must be completed within 30 days unless extenuating circumstances exist. If extenuating circumstances exist the investigating officer will submit a Departmental Information report stating the reason for the delay and identify a date and time when the investigation will be complete.**

The following incidents required to be entered into Blue Team include but not limited to:

- a. Use of Force Investigations
- b. Departmental Accidents
- c. Citizen’s Complaint
- d. Vehicle Pursuit
- e. Departmental Shooting
- f. All Administrative Investigations
- g. Injured Officer
- h. Injured Prisoner
- i. E.E.O. Complaints



## **PROCEDURES**

### **PROCEDURES FOR ENTERING USE OF FORCE INCIDENTS INTO BLUE TEAM**

All Use of Force Investigations are required to be entered into Blue Team on the date of the incident. The investigation must be completed within 30 days. No investigation shall go beyond 30 days unless extenuating circumstances exist and **is approved by the investigating officer's immediate supervisor.**

1. Find and save all relevant Investigative Report(s) to your computer
2. Access Blue Team from the Department's Intranet Page
3. Log into Blue Team (Regular Network Log-in)
4. Click on "Add New Incident"
5. Select "Use of Force" from the Incident Type drop down list
6. Complete the first page and click "Next" (Do not leave any boxes blank)
7. Type a narrative of the incident ensuring that you include the following:
  - a. Why you were at the location
  - b. Describe the suspect's resistance
  - c. Describe your responses to the suspect's resistance
  - d. Describe any injuries sustained by the suspect and the officers
  - e. Describe the disposition of the suspect (Arrest, APOWW, Released, etc.)
8. Please use correct punctuation and capitalization.
9. Check the spelling and click NEXT
10. Select something from every Drop down box and answer all of the yes or no questions.
11. Enter the Involved Citizen's (Suspect's) last name and First Initial and Search
12. If the suspect appears in the list please match a DOB or Address before selecting.
13. If the suspect is not in the list, select NO MATCH
14. If "No Match," Enter the suspect's information on the next screen and Save.
15. The suspect's name should now appear below INVOLVED CITIZEN
16. Complete the following:
  - a. "Resistance Offered by Citizen" (Add them in the order of occurrence, as many as necessary; if there was no resistance, select "Officer Safety-No Resistance) – When through Return to Incident (Top Left Corner)
  - b. "Injuries Caused to Citizen" (As many as necessary, marking the body image as you enter; Review the list carefully and check all that apply. Using "Other" should be very rare.) If no injuries present, select the yellow box at the top "No injuries were noted or visible" and Apply – When through Return to Incident (Top Left Corner)
  - c. "Charges" - Add all arrest charges; if no arrest was made, select No Arrest from the drop down list. – When through, Return to Incident (Top Left Corner)



17. Select "ADD ME" next to Involved Officers
18. Your name should now appear below INVOLVED OFFICERS
19. Complete the following:
  - a. "Force Used by Officer" (Add them in order of occurrence, marking the body image as you go.) – When through Return to Incident (Top Left Corner)
  - b. "Injuries Caused to Officer" (As many as necessary, marking the body image as you enter) If no injuries present, select the yellow box at the top "No injuries were noted or visible" and Apply – When through Return to Incident (Top Left Corner)
20. Add any citizen witnesses or Officer Witnesses and click NEXT
21. Attach the Arrest Report or Offense Report by clicking on Browse and locating it on your computer. Give it a Description (Arrest Report, Offense Report, etc.)
22. Click on "Attach File" and click on NEXT
23. If this is a Taser Use of Force, Attach the Taser Information Report
24. Review your report and make any changes necessary.
25. When ready, click on "Forward Incident"
26. Click on "Add Recipient" and type in the last name of your supervisor (When their name shows up click on the name and then "Add Individual"
27. Type instructions for the supervisor (For your review, etc.)
28. "Forward"

A message will appear giving you the opportunity to print the incident. Print or decline and you are finished.

### **PROCEDURES FOR ENTERING ALL OTHER SUPERVISOR ADMINISTRATIVE INVESTIGATIONS INTO BLUE TEAM**

This section pertains to all other Administrative Investigations such as Vehicle Pursuits, Departmental Accidents and Citizen Complaints, etc.

- Save any documentation such as citizen letters, reports, etc. to the computer for later attachment.
- Log into the Blue Team web application.
- Select "Add New Incident" and "Request for Control Number" from the Incident Type drop down list.
- Enter any applicable Service Number and complete the first page.
- NEXT
- The first line of the Summary should be "Request for Control Number"
- Skip a line and enter a narrative of the incident.
- NEXT
- REPORTING PARTY PAGE: Select "Employee" as REPORTING PARTY
- NEXT



- ADD REPORTING OFFICER by typing in the first or last name of the Initiating Supervisor, Highlighting the name and clicking on “ADD”
- Click on “Add Officer” and begin typing in the first or last name of the involved officer, highlight the name and click on “Add”
- Click on Allegations
- Choose the appropriate allegation from the drop down menu. (You may select more than one if needed.)
- Select “Return to Incident” (Above and Left on the Screen)
- Add any witnesses that need to be listed.
- NEXT
- Click on “Browse” and find where the supporting documentation was saved on the computer.
- Either double click on the file or select “Open” (The file should appear in the box titled STEP 1)
- Enter a description of the attachment in the box titled STEP 2
- Skip STEP 3 and ATTACH FILE (STEP 4)
- NEXT
- Review the incident and make any changes that are needed.
- Click on FORWARD INCIDENT
- Click on “Add Recipient” and search for the next person in the chain of command.
- Type “For your Review and Approval” in the instructions box.
- FORWARD THE INCIDENT

The Request for Control Number will be forwarded through the chain of command to the Bureau Commander, who will forward it to the Program Administrator.

The Internal Affairs Division will assign a Tracking Number, enter it into the Internal Affairs Disciplinary database and the commander of the Internal Affairs Division will determine if and how an investigation will be conducted.

