

---

## UOF Quarterly Audit Report Procedure

### 813.1 PURPOSE AND SCOPE

This procedure provides guidelines on how to conduct quarterly Use of Force (UOF) and Body Worn Camera audits.

### 813.2 PROCEDURE

The Union City Police Department takes a proactive approach in handling UOF incidents within the department. This approach is handled by the Professional Standards Unit (PSU).

### 813.3 QUARTERLY AUDITS

Quarterly audits shall be conducted as follows:

- (a) An audit will be done once every quarter.
  1. Audit #1 – January 1st, through March 31st
  2. Audit #2 – April 1st, through June 30th
  3. Audit #3 – July 1st, through September 30th
  4. Audit #4 – October 1st, through December 31st
- (b) The PSU Confidential Operations Assistant (COA) will create a list of all UOF cases for the specific quarter through IAPro and ARS.
- (c) The quarterly UOF cases will be listed by case number with no specific information or further details regarding the involved officers or incident.
- (d) The COA will provide a list of all UOF cases to the PSU Sergeant via e-mail for review.
- (e) Once reviewed the COA will create a separate list for the PSU Lieutenant with each case separated by month.
- (f) The PSU Lieutenant will randomly select four (4) UOF case numbers from the quarterly list of UOF cases.
- (g) Once the four (4) cases have been chosen, each UOF case will be audited by the PSU Sergeant for consistency and compliance with policy and best practice.
- (h) A memorandum shall be prepared after completing each quarterly audit.
- (i) The memorandum outlining the audit results will be provided to the Support Services Captain.
- (j) A copy of the audit memorandum shall be maintained within the PSU audit file folder.

\*In addition to the quarterly audits, PSU may conduct additional audits of high profile cases or cases that generate internal or external questions or concerns.

### 813.4 REVISIONS

Adopted; March 2, 2022