**UNINTENTIONAL DISCHARGE (UD) REPORT**

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| **Institution Police Department:**       | **Case Number:**      | **Date of UD:**       | **Time of UD:**       |
| **Location:**       |
| **Associated Reports:** [ ]  Offense [ ]  Incident [ ]  DP54 Use of Force  |
| **REPORT IS TO BE COMPLETED BY OFFICER’S SUPERVISOR, FIREARMS RANGEMASTER, or PROFICIENCY OFFICER** |
| **Name of Officer Completing Report**      | **Signature** | **Date**      | **Time**      |
| **EMPLOYEE DATA** |
| **Employee** (Last, First)      | **Position:**[ ]  LEO [ ]  PSO [ ]  Staff/Civilian  | **ID Number**      | **Phone Number**      |
| **On Duty**: [ ]  Yes [ ]  No | **Injury**: [ ]  No [ ]  Yes;       | **Type of discharge:** [ ]  Negligent [ ]  Accidental  |
| **Supervisor Present**: [ ]  Yes [ ]  No | **Activity conducted at time of UD**:       |
| **Firearm inspected by armorer/gunsmith**:[ ]  No [ ]  Yes- date;       Inspected by:        | **Findings of inspection/function test**:[ ]  Normal working condition [ ]  Other;       |
| **Firearm:**Make/Model:       Serial#:       | **Ammunition:**Make:       Type (Desc/grain):       [ ]  Duty [ ]  Training |
| **Property Damage**: [ ]  No [ ]  Yes;       | **Investigated by**: [ ]  UTSP [ ]  Outside Agency;       |
| **INJURIES TO ANOTHER PERSON(S):** [ ]  Not Applicable |
| **Injured Person (if applicable)**     | **Address:**      | **ID Number**      | **Phone Number**      |
| **Race:**      | **Sex:**      | **Age:**      | **Height:**      | **Weight:**        | **On Duty**: [ ]  Yes [ ]  No | **Injury:** [ ]  No [ ]  Yes;       |
|  **WITNESS(ES):** [ ]  Not Applicable |
| **Witness (if applicable)**     | **Address:**      | **ID Number**      | **Phone Number**      |
| **Race:**      | **Sex:**      | **Age:**      | **Height:**      | **Weight:**       | **On Duty**: [ ]  Yes [ ]  No | **Injury**: [ ]  No [ ]  Yes;       |
| **DESCRIPTION OF UNITENTIONAL DISCHARGE** |
| **Supervisor/Rangemaster/Proficiency Officer description of unintentional discharge. (**Where, what, when, who, why and how? Notification made to Rangemaster or Proficiency Officer.)      |

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| **CHAIN OF COMMAND COMMENTS AND ACTION RECOMMENDATIONS** |
| **supervisor COMMENTS** (timely notification to Director of police, ODOP #728).      |
| **Signature and ID# Printed Name** | **Date** | **Time** |
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| **fIREARMS rANGEMASTER COMMENTS** (include outcome of inspection/function test of firearm)      |
| **Signature and ID# Printed Name** | **Date** | **Time** |
|  |
| **CHIEF OF POLICE COMMENTS**      |
| **Signature and ID#** | **Date** | **Time** |

**Factors to consider for unintentional discharge investigation**

* What are the basic facts surrounding the incident? Where did it occur? Who was present or involved? What happened?
* Was someone injured and, if so, what are the extent of those injuries?
* Which policies, if any, may have been violated?
* What was the cause of the incident?
* Were any training or equipment issues contributing factors to the incident?
* Have the involved firearm inspected by an armorer/gunsmith to verify it is functioning correctly.
* Unintentional discharge is not a use of force unless it occurs during a law enforcement function.