



MONTANA MUNICIPAL INTERLOCAL AUTHORITY
PO Box 6669
Helena MT 59604-6669

RISK MANAGEMENT BULLETIN

Please distribute to all appropriate personnel and post in a conspicuous place.

TO: Municipal Police Departments

RM Bulletin #3-10

DATE: November 5, 2009

FROM: Alan Hulse, CEO

RE: TASER Download, Inspection and Cleaning Recommendations

MMIA is encouraging Police Departments that utilize the Taser device, to carefully review, and if necessary, update their Taser download and maintenance policies and procedures.

Without similar policies and procedures in place that are **documented** and **consistently followed**, MMIA's ability to defend allegations that the Taser device was used when it was not, or claims that someone was tased multiple times, becomes seriously compromised. In no uncertain terms, such policies and procedures can quickly become a critical aspect of the defense of the Police Department and the individual Police Officer.

In discussions with various Police Departments utilizing the Taser device throughout Montana, MMIA has identified that consistent data downloads are useful for ensuring the appropriate tracking and documentation of Taser deployment.

MMIA recommends that Police Departments utilizing the Taser device consider implementing the following best practices into policy and procedure.



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Taser Download, Inspection and Cleaning Recommendations:

The first step is to purchase a Download Kit (installation disk and cable) \$159.99 and Cleaning Kit \$59.99 (cleaning items and cleaning guide).

Police Departments should download the Taser data on a quarterly basis (current Taser recommendation). In addition this is a good time to clean and check the functioning of the Taser using the cleaning guide provided with the Cleaning Kit.

It is important during the quarterly downloads to ensure that the Taser is current with date and time. In addition:

- Check the functioning of the Taser and the internal software
- Conduct three 5-second spark tests and ensure these are on the download record
- Save the download in an electronic version for future use
- Replace any damaged cartridges
- Replace DPM (battery), if needed, following Taser recommendation

Post Taser Deployment Recommendations

- Download the Taser as soon as possible after the incident
- Save the download in an electronic version for future use
- Print a copy of the download record that shows:
 - a. Firing Data before the incident (downloading the last month will take care of this most of the time)
 - b. The Firing Data for the event
 - c. Firing Data after the event (at least one spark test will need to be done after the incident to show Firing Data after the event, if you want this data)



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-Attach the printed copy of the record to the original report or a supplemental report. This gives attorneys access to this data to avoid possible issues with discovery.

It is also a good practice to be sure to download a Taser device prior to returning it to Taser for maintenance or repair work.

Once again, these policies and procedures are for your protection. Failure to follow them could result in the inability to prove what an Officer did, or did not do, during the deployment of the Taser.

MMIA is available at 1-800-635-3089 for questions and comments on this, or any other Risk Management Issue.

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