

## **Volume 5 - Use of Force Reporting Procedures**

Any use of force which is greater than that required for un-resisted Department approved searching or handcuffing must be reported. Additionally, any use of force which results in an injury or a complaint of pain must be reported.

Security personnel shall immediately make a verbal notification to their immediate supervisor in all cases in which they use force. Security personnel witnessing reportable force shall immediately advise a sergeant or above, who will determine whether a separate report by the witness(es) is required.

Whenever an incident involving reportable force requires a first report by security personnel, all details regarding the use of force shall be included in that report. A reference to the verbal notification and the name of the supervisor to whom it was made shall be included in the first report. Each assisting person who used force, including partners, shall submit a separate supplementary report detailing his actions.

Security personnel reporting force in a report or memorandum shall describe in detail the actions of the suspect necessitating the use of force and the specific force used in response to the suspect's actions. Any injuries or complaint of injuries, and any medical treatment or refusal of medical treatment, shall be documented in the first report, supplementary reports, or memoranda. Any doubt regarding the need for medical treatment shall be resolved by a supervisor.

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