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.

• Chapter 1 - Force Reporting Definition

Any use of force:

1. which is greater than that required for un-resisted Department-approved:
    - searching or handcuffing
    - control holds or a come-alongs
    - hobbling
2. which results in an injury or a complaint of pain constitutes Reportable Force and must be reported.

• Chapter 2 - Responsibilities for Reporting the Use of Force

All Court Services Deputies shall immediately make a verbal notification to their immediate supervisor (Branch Sergeant) in all cases in which they use reportable force. Employees witnessing reportable force shall immediately advise their supervisor, who will determine whether a separate report by the witness(s) is required. The specific responsibilities for reporting the use of force and what constitutes reportable force are contained in Manual of Policy and Procedures.

During normal business hours: The “immediate supervisor” (Branch Sergeant) shall be notified and shall respond as soon as possible to conduct an assessment. If the only supervisor present at the facility at the time of the incident is a Bonus Deputy, they shall respond to the scene, assess and control the situation, and notify the immediate supervisor as soon as possible. If the immediate supervisor is unavailable, notify the respective

Bureau Headquarters who will designate another Sergeant for response. Depending on the circumstances, the immediate supervisor may handle the incident to conclusion. In all cases, the immediate supervisor shall notify the Area Lieutenant. When circumstances demand, the Area Lieutenant shall respond as soon as possible to the facility to conduct an investigation and complete the required force review package. Area Lieutenants will be responsible for designating relief supervisors for incidents occurring during the absence of the regularly assigned immediate supervisor.

The Area Lieutenant shall respond as soon as possible if the incident involves any of the following circumstances:

- Visible injury
- Complaint of pain
- Indication of misconduct
- Any significant use of force, (i.e., any force greater than a control hold or come along.)

Other than normal business hours: For incidents occurring outside normal court business hours (0800-1700), if the immediate supervisor and/or Watch Commander are not available, notify the Division Duty Officer via Sheriff's Headquarters Bureau. The Duty Officer will be responsible for notifying the appropriate supervisor(s).

• Chapter 3 - Conducted Electrical Weapon (CEW)

See CSDM, 1-04/030.00 - Conducted Electrical Weapon (CEW)