

7-06/020.00 Use of Force Package

Watch commanders/supervising lieutenants of Custody Services Division shall prepare and submit a force review package to the unit commander for all reviews of force not conducted by an Internal Affairs Bureau (IAB) Force/Shooting Response Team.

In addition to the required items set forth in the Manual of Policy and Procedures (MPP) Use of Force policies, Custody Services Divisions force review packages shall include the following items:

- Involved employee's use of force memos (if no SH-R-49 was submitted);
- In cases of hospital/urgent care treatment or when the inmate is scheduled for a follow-up examination, ensure a timely additional investigation was conducted to verify the injuries or inmate's medical status;
- Audio and/or video recordings (including all viewpoints of Closed Circuit Television [CCTV] or hand-held camera and radio transmissions) of the incident, if applicable;
- Photographs and/or video recordings of the suspect's injuries or area of alleged injury;
- Audio and/or video recording(s) of watch commander and handling sergeant interviews (suspect and witnesses);
- In the event the Total Appendage Restraint Procedure (TARP) is applied, the TARP-related information obtained from the immediate supervisor, as outlined in the Immediate Supervisor's Responsibilities subsection, shall be documented in the memorandum. For additional information, refer to MPP section 3-01/110.22, "Total Appendage Restraint Procedure (TARP);"
- Inmate inventory by permanent housing location (purge), if applicable;
- In instances where employees are injured, photographs and/or video of the injuries shall be included in the packet.

Review of Multi-Media Documentation

Custody Services Division watch commanders shall personally review any facility CCTV footage, video and audio recordings, and any photographs that are related to a force investigation they are assigned to review and approve. If multiple vantage points of CCTV and/or hand held video exist, all viewpoints shall be reviewed.

If the facility has a CCTV system and no video is available for the incident, the watch commander shall indicate the reason (for example: the system was down, no camera is positioned to cover that area of the facility). The watch commander shall document if a repair request was submitted, if a new camera needs to be installed to provide additional coverage, or any remedy which is required to address the problem.

The unit commander shall follow-up on the video issues noted by the watch commander and shall ensure the problem is remedied.

Submission of Incident Report (SH-R-49)

In cases where an Incident Report (SH-R-49) is submitted, supervisors shall ensure all the following items are entered in the Department's Property Evidence and Laboratory Information Management System (PRELIMS):

- Photographs and/or video recordings of suspect's injuries or areas of alleged injury;
- Photographs and/ or video recordings of staff injuries or areas of alleged injury, when applicable;

- Audio or video recordings of watch commander and handling sergeant's interviews (including suspect and witness interviews);
- All audio and/or video recordings (including all viewpoints of CCTV or hand-held camera and radio transmissions) of the incident.

Duties of Custody Investigative Services (CIS) Investigators

CIS investigators shall contact the operations staff at the originating facility and/or the supervisor charged with preparing the force package to ensure that all relevant and necessary evidence is booked into PRELIMS. When a case is submitted for prosecution, CIS investigators shall include all audio, video, and photographic evidence, all use of force memos, and all witness and suspect statements with their filing package to the pertinent prosecutorial agency, unless it is privileged or otherwise precluded by law.

Submission of Force Package

Refer to Custody Division Manual section 7-07/000.00, "Use of Force Review Procedures."
