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).