**NEW MEXICO ASSOCIATION OF COUNTIES**

**SAMPLE USE OF FORCE POLICY**

**I. REFERENCES:**

American Correctional Association Standards for Adult Local Detention Facilities, Fourth Edition. Standards: 4-ALDF-2B-01, 4-ALDF-2B-02, 4-ALDF-2B-03, 4-ALDF-2B-04, 4-ALDF-2B-05, 4-ALDF-2B-06, 4-ALDF-2B 07, 4-ALDF-08, 4ALDF-2C-01 and 4ALDF-2C-02

**II. PURPOSE:**

The purpose of this policy is to provide guidelines and procedures regarding the use of force in \_\_\_\_\_\_\_\_\_ Detention Facility.

### **III. POLICY STATEMENT:**

Use of force against an inmate by a detention center employee, is only permissible in order to: defend oneself or another employee, inmate, or visitor from a physical attack or from an imminent physical attack; prevent the commission of a crime, including inmate disturbances and escapes; to enforce detention center rules, regulations, and court orders; prevent serious damage to county property; or prevent an inmate from inflicting self-harm. Force shall not be used as punishment. When force is used, detention staff shall only use as much force as is necessarily reasonable to bring the inmate under control. The force used must not exceed that which will suffice to control the inmate’s behavior. The use of excessive or unnecessary force is strictly prohibited.

**IV. DEFINITIONS:**

A. Physical Force: Any deliberate physical contact made by detention staff with an inmate in a situation that requires the detention officer to maintain or regain control of the inmate due to his/her obstinate, disorderly, combative or disruptive behavior. The physical contact must be made deliberately as opposed to accidental and employed to control the inmate’s conduct.

**B**. Non-Deadly/Non-Lethal Force: Force which the detention staff member reasonably believes will not create a substantial risk of death or great bodily injury to another.

**C**. Deadly/Lethal Force: Deadly/lethal force means force which under the circumstances in which it is used is readily capable of causing serious injury or death. Deadly/lethal force may be used against an inmate only as a last resort. If there are any reasonable alternatives that can be employed short of using deadly/lethal force, those alternatives must be exhausted before deadly/lethal force is used.

**D**. Security Equipment: Any authorized equipment which is used to control or restrain inmates, i.e., all forms of restraint devices, water hoses, chemical agents, straight batons, PR-24’s, electronic disablers (stun units/shields), tasers, helmets, vests, gas masks, firearms, and less than lethal weapons and munitions, i.e., (chemical agent launchers, bean bag rounds ,and pepper ball guns.

**E**. Restraint Devices: Any authorized security devices which are used to restrain or control inmates such as handcuffs, leg irons, waist chains, temporary restraints (plastic/nylon cuffs), straight jackets, leather restraints, soft restraints, ambulatory restraints(wrist-waist restraint/ankle hobble), restraint chairs, restraint beds, emergency restraint belts, torso straps, leg braces, and restraint wraps.

**F**. Chemical Agents: An active substance such as tear gas, commonly found in the form of gas, smoke, foam, or aerosol that is capable of producing a physiological effect on human beings.

**G**. Expired Chemical Agents: Chemical agents over the manufacture expiration date.

**H.** Electronic Disabler: Electronic devices used to control and direct voluntary muscle movement. They include; stun shields, hand held stun devices, stun belt, and tasers.

**I**. Cell Extraction Team (CET): A selected and specially trained team of detention staff established for the purpose of removing and controlling inmates from the confines of their cells when he/she poses an immediate threat to staff, himself/herself or other inmates, or who is destroying County property.

**J**. Special Operations Response Team ( SORT): A selected and specially trained team of detention staff established to respond to emergencies at the detention center.

**K**. Planned or Calculated Use of Force: Any force that is anticipated and that can await the time necessary to obtain a video camera because the inmate is not posing an immediate threat to himself/herself or others. This type of force should be videotaped and a supervisor must be present ..

**L**. Impermissible Force: Force that is not authorized by this policy such as force used to punish, discipline or retaliate against an inmate or force techniques that are not condoned by this facility. Some examples of impermissible force are: striking an inmate to discipline him/her for failing to obey a verbal order; using force against an inmate after the inmate has ceased to offer resistance and is under control; using chokeholds on an inmate; hogtying an inmate; intentionally striking an inmate’s head against a wall, floor or other object; and striking, hitting or punching a restrained inmate.

**M**. Use of Force Package: As used in this policy, a use of force package refers to all of the materials gathered by a supervisor following a use of force incident such as physical and documentary evidence, use of force reports, officer(s) logs, security staff rosters, reports, staff and inmate statements, video tapes, and photographs.

N. Canine Units: In the context of force, canine units are specially trained dogs for use in crowd control or to assist in the quelling of incidents.

**V.** **PROCEDURAL** **GUIDELINES:**

TRAINING AND EQUIPMENT

**A**. Use of Force Training: All detention officers and supervisors are trained and retrained in the following areas surrounding the use of force: approved methods of self defense; various force options; interpersonal communications; inmate disciplinary process; legal issues surrounding the use of force; documenting and reporting use of force; medical care following a use of force incident; proper use of chemical agents, restraints and security equipment; and on all related detention center policies and procedures regarding the use of force. All training provided to detention center staff on the use of force will be documented in the employees training file.

**B**. Special Response Team Equipment and Training: The Detention Center will maintain sufficient equipment to properly equip Special Operation Response and/or Cell Extraction Team members. The Detention Center provides riot helmets with face shields, riot shields, restraints, knee pads, elbow pads, latex gloves, a video camera with extra batteries and tapes (at least one per team), non lethal weaponry, and chemical agent masks available for each member. Detention Officers assigned to an emergency unit will have at least one (1) year experience as a Detention Officer and 40 hours of specialized training before undertaking their assignments. The specialized training may be part of the officer’s first year training. Officer’s on emergency units receive 40 hours of training annually, at least 16 of which are specifically related to emergency unit assignment.

PROCEDURES FOR USING FORCE

**A**. Authority to use Force: The authority for a detention officer to use force rests with the detention administrator, chief of security or on-site shift supervisor. In an emergency situation where it is not possible or practical for a detention officer to seek authorization for using force, the officer shall use reasonable force, but will be expected to justify his/her actions following the use of force. Detention officers are authorized to use reasonable force against an inmate in the following circumstances: to defend oneself or another employee, inmate, or visitor from a physical attack or from an imminent physical attack; to prevent the commission of a crime including inmate disturbances and escapes; to enforce detention center rules, regulations and court orders; to prevent serious damage to county property; and to prevent an inmate from inflicting self-harm. Use of deadly force should occur only after all other means have been exhausted and only as a last resort.

**B**. Using Force: Physical force, security devices and equipment, chemical agents, electronic disablers, restraint devices, and emergency response and cell extraction teams are intended to be used only as control measures and only when necessary. They are not intended, and shall never be used, as a means of punishment. An employee shall not use a greater force than the situation demands. Instruments of restraint and control including: chemical agents; electronic disablers and restraints are applied only with the approval of the detention administrator, chief of security or shift supervisor. Non-deadly force, when available, shall be considered as an option for controlling violent situations.

**C**. Alternatives to Force: When possible, alternative methods to resolve a conflict should be exhausted before force is used. For example, when an inmate refuses an order, force should never be the first response. A detention officer can use, if time permits and if the situation is not of an emergent nature, the following techniques in dealing with an irate or noncompliant inmate:

1. Act and speak in a professional manner

2. Keep a safe distance from the inmate

3. Listen to the inmate and ask for the inmate’s cooperation

4. Explain the consequence of the inmate’s behavior

5. Request the assistance of a supervisor and additional staff

**D**. Levels of Force: Detention officers have several levels of force available to them when managing an unruly, dangerous or non-compliant inmate. Detention officers should not involve themselves in one-on-one confrontations with inmates that have the potential to result in a use of force incident. Depending on the circumstances a call for back-up from a supervisor or other detention staff may diffuse the situation with an unruly or non-compliant inmate. On the other hand , intermediate control devices may be used as an immediate option depending on the situation and threat perceived by the detention officer. If force is necessary, detention staff can utilize the following force options as circumstances warrant:

1. Physical Presence. The detention officer’s presence on the scene and the issuance of a lawful order to cease or stop the unlawful action(s). It may be necessary to increase the officer’s physical presence by requesting help or backup from other detention staff or supervisors.

2. Verbal Intervention. Using verbal skills in the form of suggestions or commands to stop the unlawful action(s).

3. Weaponless Control Techniques. This includes joint locks, leverage locks, or pain compliance techniques. These techniques are used only to gain the inmate’s compliance and are not intended to cause serious injury.

4. Intermediate Control Devices or less than Lethal Weaponry. This may include the use of restraint devices, handcuffs, leg irons, flex cuffs, restraint chairs, restraint beds, torso straps, emergency restraint belts, water hoses, chemical agents, batons, electronic disablers, and other authorized security equipment. Use of these devices is only authorized if they are used appropriately and consistent with training. When using these type of force devices, detention staff should take into consideration any known serious medical condition the inmate may have such as, heart problems or in the case of a female inmate, whether she is pregnant.

5. Deadly/lethal force, which is likely to cause death or serious bodily harm.

a. Deadly/Lethal Force. Force is to be used when all other means have been exhausted and only as a last resort unless the officer believes that a persons life is immediately threatened.

b. Warning shots will be given prior to engaging in the use of deadly force, if the circumstances allow for it.

c. Detention officers are authorized to use deadly force only when it is necessary to protect the detention officers or others from what the officer believes to be an immediate threat of death or great bodily harm.

USE OF MANUAL RESTRAINTS, CHEMICAL AGENTS AND ELECTRONIC DISABLERS

**A**. Four/Five/Six-Point Restraint Use: Four-point/five-point/six-point restraints and the restraint chair shall only be used in extreme instances and only when other types of restraints have proven ineffective. Advance approval must be obtained from the detention administrator or designee before an inmate is placed in four/five or six-point restraints.

If medical staff was not consulted prior to applying restraints, immediately after an inmate is placed in restraints medical staff must be notified to assess the inmate’s medical and mental health condition and to advise whether, on the basis of serious danger to self or others, the inmate should be in a medical/mental health unit for emergency involuntary treatment with sedation and/or other medical management, as appropriate. If the inmate is not transferred to a medical/mental health unit and is restrained in a four/five/six-point position, the following minimum procedures must be followed:

1. Security staff shall maintain continuous direct visual observation of the restrained inmate until medical staff completes an assessment and issues observation instructions.

2. Subsequent visual observation must be made at least every 15 minutes.

3. Restraint procedures are in accordance with guidelines approved by the designated authority.

4. All decisions and actions concerning the restrained inmate are documented.

5. When possible, the entire four/five/six-point restraint process should be

videotaped.

6. In order for a restraint to continue, written clearance must be obtained from the

designated health authority or designee.

**B**. Routine Use of Restraints: Mechanical instruments of restraint, such as handcuffs, leg irons, belly chains, and other related restraints that are used for routine purposes such as transferring or escorting an inmate from one location to another, to court, in special management units, and maximum security units, are not considered a use of force and a use of force report is not required when they are used for routine purposes. If these types of restraints are used for purposes other than routine transport however, then it is considered a use of force and a use of force report would have to be completed.

**C**. Use of Chemical Agents: Chemical agents such as, oleoresin capsicum (OC) may cause injury or even death if they are improperly used or if an inmate is predisposed to serious injury because of an existing medical condition. The effects of OC are usually instantaneous and disorienting. The subject then experiences symptoms such as, immediate closing of the eyes, severe coughing and gasping, and an intense burning sensation of the skin and mucous membranes. Chemical agents shall only be used with the authorization of the on site shift supervisor.

**D**. Use of Electronic Disablers: Electronic disablers such as Tasers may cause injury if they are used improperly or an inmate who is predisposed to injury. Electronic disablers provide for several levels of force. Only staff that have been trained on the proper use and precautions on this type of security equipment shall be allowed to use it. Electronic disablers should only be used with the approval of the on site shift supervisor.

PROCEDURES FOLLOWING USE OF FORCE

A. Administrative Leave: Detention officers involved in a deadly/lethal force incident may be placed on administrative leave pending the outcome of the investigation by the detention administrator’s office or law enforcement agency.

**B**. Preservation of Evidence: In order to preserve evidence, the area and all items and/or property in the area where the deadly/lethal force took place will be sealed off. No one will be allowed access into that area without the authorization of the detention administrator. It is the responsibility of the on site shift supervisor to preserve any and all evidence.

**C**. Medical Treatment Following a Use of Force Incident: Inmates/offenders who are subjected to use of force must receive a medical evaluation and medical treatment as quickly as possible following the conclusion of the use of force. If chemical agents are used against an inmate, he/she must be decontaminated as promptly as possible. Medical staff should record their observations and treatment decisions and make these records available to the detention administrator or designee who may have been assigned to investigate the use of force. These medical reports shall be included in the inmate’s medical record.

D. Procedure for Reporting Use of Force: The detention administrator shall be notified immediately by the on-site shift supervisor when any type of force is used. A written report using the attached form shall be prepared by the officer who employed force, and shall be completed no later than the conclusion of that shift and submitted through that shift supervisor to the detention administrator. The report shall include:

1. An account of the events leading to the use of force.

2. An accurate and precise description of the incident and reasons for applying force.

3. A description of the weapon or instrument(s) of restraint, if any, and the manner in which it was used.

4. A description of any injuries sustained by detention staff or inmates during the use of force incident and of the medical treatment given and/or received.

5. A list of all participants and witnesses (including inmates) to the incident.

6. A copy of the inmate disciplinary or misconduct report that prompted the use of force incident shall accompany the use of force report.

**E**. The Use of Force Review Process: All incidents involving the use of force shall be reviewed by supervisory staff to ensure adherence to the detention center’s use of force policy. The on-site shift supervisor is responsible for collecting all information surrounding a use of force incident such as:

1. The use of force reports
2. Staff and inmate witness reports
3. Physical evidence
4. Officer(s) daily logs
5. Staff assignment rosters
6. Medical evidence and reports
7. Photographs
8. Inmate misconduct report
9. Nursing notes (including anatomical drawing)
10. Video tape(s) of the incident

The on-site shift supervisor will then prepare a “Use of Force Supervisory Summary” and include all of the aforementioned materials into a (“Use of Force Package”). The Use of Force Supervisory Summary will be submitted to the chief of security and detention administrator for their review and appropriate action. The detention administrator may order an investigation of any use of force incident but shall order an investigation of any use of force incident that did not conform to the detention center’s use of force policies and procedures or if the detention administrator believes that the force used by detention staff was not justified. The detention administrator can either assign a high level staff member who was not involved in the use of force incident to investigate the incident or refer the matter to outside law enforcement to investigate the incident. If the results of the investigation reveal staff or inmate criminal misconduct, then the incident will be referred to the District Attorney for review and possible criminal prosecution of the implicated staff member or inmate. If there is not enough evidence for the use of force incident to qualify as a criminal matter, but nevertheless, the force used by a detention staff member was not justified, was excessive or unnecessary, the detention administrator will take prompt administrative disciplinary action on the employee. The sanctions can range from a verbal reprimand up to and including termination of employment, depending on the seriousness of the use of force violation, concomitant with the County’s personnel rules and regulations. At a minimum, all use of force incidents shall be reviewed by the chief of security and detention administrator.

**F.** Use of Force Tracking: All use of force incidents will be logged and tracked for statistical and legal purposes.

CONTROL OF SECURITY EQUIPMENT

**A**. Firearms, Ammunition, Chemical Agents, and Security Equipment: Firearms, ammunition, chemical agents, electronic disablers and all other security equipment shall be stored in a secure depository outside inmate housing and activity areas and are to be inventoried at least monthly to determine their accountability, condition and expiration dates. Use of firearms, chemical agents and electronic disablers shall be subject to stringent safety regulations and inspections. At no time will firearms be permitted within the secured area of the detention center except by order of the detention administrator or designee. Except in emergency situations, employees carrying firearms will be assigned only to towers, roof tops, vehicle patrols or other positions that are inaccessible to inmates. The detention administrator or designee shall make the final determination during an emergency. Employees will receive appropriate training prior to assignment to a post involving the use of firearms, ammunition, batons, self-defense, chemical agents, electronic disablers or other security devices. The training shall include the use, safety, care and constraints involved. Additional specialized training, or training in the use of such equipment or skills, along with a demonstration of competency in their use, shall be required annually, and documented.

USE OF CANINE UNITS:

A. All incidents involving the use of force by a canine unite shall be reported and investigated in the same manner as other use of force incidents described in this policy. The facility must have written procedures in which canine units may be used in the facility for security and control.

CONSEQUENCES FOR VIOLATION OF THIS POLICY

A. Using Excessive or Unnecessary Force: All detention center staff must recognize that force is only used when necessary, only for as long as necessary and only to the extent necessary. Force may never be used as punishment on an inmate. Violation of this policy may result in serious discipline, including termination from employment with the County Detention Facility. Detention staff may also be held legally accountable for conduct that violates this policy. Both criminal and civil action can be taken against staff who use excessive or unnecessary force.

Attachments:

Use of Force Report

Anatomical Drawing

#### THIS POLICY WILL BE REVIEWED AT LEAST ANNUALLY AND UPDATED AS NEEDED.

Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Detention Administrator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County Manager Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County Attorney Date

THIS SAMPLE POLICY IS BEING PROVIDED TO ASSIST YOU WITH DEVELOPING YOUR FACILITY POLICY. IT IS NOT LEGAL ADVICE. YOU ARE ADVISED TO HAVE YOUR COUNTY ATTORNEY REVIEW AND APPROVE YOUR USE OF FORCE POLICY BEFORE IT IS IMPLEMENTED.

THIS SAMPLE POLICY IS DESIGNED TO BE REVISED AND TAILORED TO FIT EACH INDIVIDUAL DETENTION FACILITY. IT ALLOWS FOR USE OF DEADLY FORCE AND, IS THEREFORE NOT APPROPRIATE FOR USE IN A JUVENILE FACILITY WITHOUT MODIFICATION.

**NEW MEXICO ASSOCIATION OF COUNTIES**

**SAMPLE USE OF FORCE REPORT**

**USE OF FORCE REPORT**

**Date of Report\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Report Written\_\_\_\_\_\_\_\_\_\_\_ Tracking #\_\_\_\_\_\_\_\_**

**Name of reporting employee (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank/Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Badge #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of incident\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of incident\_\_\_\_\_\_\_\_\_\_\_\_**

**Location of incident\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of force used (check all that apply)**

**Physical Force:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Restraints (describe type used): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chemical Agent (describe type used and amount):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Less than lethal weaponry (describe type used):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lethal weaponry (describe type used):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other (explain):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Was use of force preplanned/anticipated spontaneous videotaped**

**Were alternatives to the use of force attempted? Yes No If no, explain:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If yes, what was attempted? Issuing commands or orders Show of force**

**Explaining the consequences of the inmate’s behavior or seeking the inmate’s cooperation Requesting a supervisor or other staff for assistance**

**Other (explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Describe why force was necessary (Check all that apply)**

**Self defense Defense of another Prevent an inmate from inflicting self-harm**

* **Preventing the commission of a crime Preventing inmate disturbances or escapes**
* **To enforce detention center rules/regulations Enforce a court order**
* **Prevent serious damage to county property Other (explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Name/rank of staff member who authorized the use of force \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of staff witness(es) to the use of force incident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Name of inmate witness(es) to the use of force incident (also include inmate number) \_\_\_\_\_**

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**List of staff involved in use of force incident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Explain in detail the sequence of events leading to the use of force ie. who, what, when, where, how, why and what action was taken. The type and amount of force used and the justification for the use of force. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Additional space needed to complete Yes No Additional page(s) attached? Yes No**

**Medical attention provided to inmate? Yes No**

**If yes, date of treatment \_\_\_\_\_\_\_ Time of treatment \_\_\_\_\_\_ Who provided treatment? \_\_\_\_\_\_\_\_\_\_ Where was inmate treated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Anatomical drawing attached? Yes No If no, explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Photographs of injuries taken? Yes No If yes, attach.**

**If chemical agents were used was inmate decontaminated? Yes No**

**Was a misconduct report written against the inmate(s)? Yes No (If yes, attach copy)**

**Where was the inmate placed/housed after the use of force incident? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reporting employee name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (printed) Rank/Badge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reporting employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUPERVISOR REVIEW**

**Inmate witness(es) interviewed Yes No If yes, attach interview report. If no, explain\_\_\_\_**

**Staff witness(es) interviewed Yes No If yes, attach interview report. If no, explain\_\_\_\_**

**Medical attention provided to staff member(s)? Yes No**

**If yes, date of treatment \_\_\_\_\_\_\_ Time of treatment \_\_\_\_\_\_ Who provided treatment? \_\_\_\_\_\_\_\_\_\_ Where was staff member treated? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Anatomical drawing attached? Yes No If no, explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Photographs of injuries taken? Yes No If yes, attach.**

**Physical evidence obtained/secured (check all that apply) Officer daily log Shift staff roster**

**Photographs Videotape Anatomical drawings Medical reports Nursing notes**

**Other physical evidence obtained? Yes No If yes, list or describe evidence obtained. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Where is evidence secured? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Shift supervisor name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank/badge # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Shift supervisor signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MANAGEMENT REVIEW**

**Force was justified and conformed to detention use of force policies and procedures. Yes No Recommend that this use of force incident be investigated. Yes No**

**If yes, reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Chief of Security or Deputy Admin. reviewing report (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of reviewer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_**

**ADMINISTRATIVE REVIEW**

**Was the use of force was appropriate. Yes No Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Describe final action taken:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Detention Administrator reviewing this report (printed):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Detention Administrator reviewing this report**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of review \_\_\_\_\_\_\_\_\_\_\_\_ Time of review \_\_\_\_\_\_\_\_\_\_\_**