

Use of Force Special Instructions

Every "Use of Force" incident may be different (i.e., the offender(s), the staff and the circumstances surrounding the incident). The amount of force to be used will always be the minimum degree necessary to resolve the situation. Below is a guide to be used in every **planned** Use of Force. It must be completed by the "Officer in Charge" and turned in with the incident reports.

CHECKLIST

1. I am _____ , _____
Name Title

2. Today's date is _____ And the time _____ AM/PM.
Date Time

3. The location of the planned Use of Force will be: _____ , _____
Location Name of OTC

4. The name and number of offender(s) is/are:

_____	_____
Name/Number	Name/Number
_____	_____
Name/Number	Name/Number
_____	_____
Name/Number	Name/Number

5. The circumstances leading up to this planned Use of Force are: _____

6. The reason(s) for planned Use of Force are: _____

7. Alternative considered were: _____

8. The plan of action will be: _____

9. The officers of the Use of Force team and their assignments are:

_____	_____
Name/Title/Assignment	Name/Title/Assignment
_____	_____
Name/Title/Assignment	Name/Title/Assignment

10. The Use of Force equipment that will be used, if necessary, is:

Shield, Regular _____ Handcuffs _____ Leg Irons _____ Chains _____
Batons/PR-24 _____ Electronic Shield _____ Other _____

Authorization obtained from:
(Facility/Unit Head-Working Hours _____ by _____
/Duty Officer-After Working Hours)

11. The camera operator is: _____

12. The medical staff present is/are: _____

If using electronic equipment, OC and/or gas, has medical checked file?
Yes _____ No _____

13. The other staff present are:

_____	_____
Name and Title	Name and Title
_____	_____
Name and Title	Name and Title
_____	_____
Name and Title	Name and Title
_____	_____
Name and Title	Name and Title

14. The approving authority is: _____

Name and Title (Facility/Unit Head-Working Hours /Duty Officer-After Working Hours)

15. Ask all members if they know and understand the plan of action and their assignments.

Yes _____ No _____

16. Continue filming and proceed to Use of Force location and state time of arrival: _____

17. Give offender(s) order to comply with order given prior to Use of Force.

Explanation if offender(s) did comply: _____

18. If offender(s) do not comply, order staff to follow plan of action: _____

19. Was offender thoroughly searched prior to releasing to cell? _____

20. Officer in charge will narrate events taking place and will ensure that staff does not over-react. Comments: _____

21. After Use of Force, ensure offender(s) are checked and treated for any injuries and that the injuries are recorded on videotape. Injuries are: _____

22. Ensure that all staff involved are checked by medical services and treated for any injuries and that injuries are recorded on videotape. Injuries are: _____

23. Summarize all events that took place, to include who, what, when, where, why and how:

24. If electronic shield was issued, was it used on the offender? _____

25. Misconduct reports for the following offenses will be filed by: (List offenses/give names and title)

26. This tape, all incident reports, misconduct reports, or any physical evidence will be secured in the chief of security's office until the next working day when all reports and the tape can be reviewed by the facility/unit head, assistant facility/unit head and chief of security.

Name/Title/Position

27. This concludes the Use of Force incident involving offender(s). Give a summary of the name and DOC number of offenders and time of the Use of Force incident:
