

### Spontaneous Incidents/Use of Force Check List/Closure

1. I am \_\_\_\_\_ ; \_\_\_\_\_  
Name Title

2. Today's date and time is: \_\_\_\_\_

3. My location at the present is: \_\_\_\_\_

4. The location of the incident was: \_\_\_\_\_

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

\_\_\_\_\_  
Name/Number Name/Number

\_\_\_\_\_  
Name/Number Name/Number

\_\_\_\_\_  
Name/Number Name/Number

6. Name(s) and title of staff involved were as follows.

\_\_\_\_\_  
Name/Title Name/Title

\_\_\_\_\_  
Name/Title Name/Title

\_\_\_\_\_  
Name/Title Name/Title

\_\_\_\_\_  
Name/Title Name/Title

7. The circumstances leading to the incident were: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Action taken during the incident was: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Name(s) and title of staff involved were as follows:

_____ Name/Title	_____ Name/Title

10. Injuries to staff and offender were: (examinations of staff and offenders must be conducted by medical personnel):

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

11. Medical staff present are:

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

12. Summary of injuries are:

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

13. This concludes the incident involving the following offender(s):

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

14. Camera operator is:

\_\_\_\_\_ Name/Title

15. 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

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

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