Use of Force Special Instructions

Every “Use of Force” incident may be different (i.e., the inmate(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 OIC

4. The name and number of inmate(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:

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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 /Duty Officer-After Working Hours)  

by  

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:

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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 inmate(s) order to comply with order given prior to Use of Force.

Explanation if inmate(s) did comply:

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


19. Was inmate 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 inmate(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 inmate?  

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 inmate(s). Give a summary of the name and ODOC number of inmates and time of the Use of Force incident:  

(R 10/21)