

Use of Force - Administrative Review

431.1 PURPOSE

To establish Probation Department staff Use of Force (UOF) training guidelines within Federal and State law, policy and procedure, and determine whether staff members may benefit from additional training.

431.2 RESPONSIBILITIES:

- I. Attendance Requirements:
 - A. Chief Probation Officer (CPO) or designee
 - B. Deputy Chief Probation Officers (DCPOs):
 1. Community Corrections Bureau (CCB):
 - (a) Adult Division
 - (b) Juvenile Division
 2. Detention Corrections Bureau (DCB)
 - C. Division Director I/II (DD I/II)/Superintendent:
 1. Professional Standards, Treatment Facility (TF), and Juvenile Detention and Assessment Centers (JDACs)
 - D. The Supervisor of the Training Unit and/or the Force Options Coordinator'
 - E. Other appropriate staff members shall attend only at the direction of the CPO.
- II. Division Director I/II (DD I/II)/Superintendent Shall:
 - A. Be responsible for reviewing the Monthly Use of Force Report for assigned areas. Only staff directly involved in the UOF shall be logged on the Monthly Use of Force Report form using an alpha/numeric pseudonym.
 - B. Review all Use of Force Incident Reports.
 - C. Report UOF statistics to the Board of State and Community Corrections (BSCC) when required per Title 15.
- III. Probation Corrections Supervisor I/II (PCSI/II)/Watch Commander (WC)/Supervising Probation Officer (SPO) Shall:
 - A. Ensure that all incident reports relative to any UOF are prepared in compliance with current departmental policy and procedure.
 - B. PCSIs and WCs:
 1. Ensure that any UOF incident is documented in Caseload Explorer (CE).
- IV. Probation Corrections Officer (PCO)/Probation Officer (PO) Shall:
 - A. Will be responsible for preparing any required incident reports for each UOF in which they used or witnessed the UOF in accordance with the Force

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Options: Use of Force Reporting Requirements, Training Guidelines, and Incident Reports procedures.

V. Use of Force Review Officer Shall:

A. The basic Monthly Use of Force Report shall include the following sections:

1. A cover page identifying:
 - (a) The symbols used in the report,
 - (b) Headings used in the report and any attachments, and
 - (c) The report distribution list, identifying those committee members receiving a copy of the report by name, rank, and assignment.
 - (d) Distribution of the report is strictly limited to the Monthly Use of Force committee members and DD I/Is whose divisions have a UOF for the reporting period.
2. A matrix containing the following information:
 - (a) Date of occurrence, location, primary staff, and youth/adult involved (youth shall be identified only by PIN),
 - (b) A description of the incident,
 - (c) Contact person and the level of force used.
 - i. An asterisk shall be placed next to the adult probationer's name or youth's PIN to identify those youth/adults on psychotropic medication.
3. A Monthly Summary of the number of Use of Force incidents occurring in each facility and Adult/Juvenile Division of the Community Corrections Bureau.
4. A Staff Involvement Summary, identifying the alpha/numeric pseudonym of primary staff involved in each level of force.
5. A Youth Involvement Summary, identifying the number of times each probationer or youth is involved in each level of force.
6. A Semi-Annual Summary shall be included in the Monthly Use of Force Report each June and December.