

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES BUREAU
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
March 6, 2014	BUREAU-WIDE	NORMAL OPERATIONS	F.26
SUBJECT: USE OF FORCE REPORTS			PAGE 1 OF 1

Purpose:

To establish guidelines and reporting procedures for use of force incidents within the Court Services Bureau (CSB).

Policy:

CSB deputies and other personnel shall comply with all reporting requirements explained in Addendum F, Department Policy and Procedures Section 6.48, and CSB Policies and Procedures specific requirements listed herein.

Procedure:

- I. Subsequent to any use of force incident involving an inmate in a CSB holding area, CSB deputies shall adhere to the following:
 - A. Notify their CSB sergeant and prepare the appropriate use of force report using the approved forms, including the latest revision to the Supplemental Use of Force Report (SO-120), per Department Policy and Procedure section 6.48, Addendum F. The CSB holding tank deputy will ensure a log entry of the incident is made in the Jail Information Management System (JIMS) in accordance with Detentions Policy and Procedure section F.5 and CSB Policies and Procedure section E.16.
 - B. Once the CSB sergeant has approved the use of force report the original report is to be sent to the detention facility where the inmate is assigned.
 - C. The involved CSB deputy may elect to prepare forms for disciplinary action to be handled within the detention facility. The disciplinary forms should accompany the use of force report. Coordinated efforts between CSB sergeants and detentions sergeants are encouraged.
- II. Subsequent to any use of force on a non-inmate, the CSB deputy shall:
 - A. Immediately notify their CSB sergeant and prepare the appropriate use of force report using the approved forms, the Supplemental Use of Force Report (SO 120), per Addendum F, and any other applicable reports.