

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES	NO. 01. 0A DATE: January 31, 2022 SUBJECT: Security & Control TITLE: Use of Force FOR PUBLIC RELEASE: YES
SHARED OPERATIONAL DIRECTIVE	

- I. References: MCCS 01.A, 01.B, 01.E, 01.F; SOD 01.0B, JRDC OD 01.06, 02.07
- II. Applicable To: Jennifer Road Detention Facility (JRDC), Ordnance Road Correctional Center (ORCC) and Central Holding Processing Center (CHPC)
- III. Purpose: To provide guidance and direction in the use of force and security equipment by facility staff in the lawful performance of their duties. This policy governs the actions of all Department of Detention Facilities' staff and contractors. The Department of Detention Facilities maintains this policy shall adhere to all federal, state and local laws.

IV. Definitions

**Cell Extraction:** The use of trained Officers to remove an inmate/detainee from a cell in an organized and orderly fashion.

**Chemical Agents:** Gas-based substances or products which include CN ("tear" gas), CS (irritant gas) or other chemical agents that are designed to diffuse or neutralize aggression or otherwise lessen a person's ability to harm themselves or others.

**Deadly Force:** Level of force that a person would reasonably expect to create a substantial risk of causing, death or serious bodily harm.

**Duty to Intervene:** The duty and obligation to intervene to prevent or stop the apparent use of excessive or unauthorized use of force.

**Electronic Immobilization Device (EID):** a device designed to be an extension of the user's hand and arm. An EID provides the short-term incapacitation of a resisting or hostile individual by means of a safe, non-injurious force. The device uses electronic pulse wave technology to temporarily override the human body's electrical system, thereby causing confusion, disorientation and disabling muscular response.

**Imminent Jeopardy:** Any conditions or behaviors when the inmate/detainee attacker unmistakably indicates, by words and/or actions, that it is his/her intention to kill or seriously injure you and further, that he/she intends to do so at once.

**Less-than-Lethal Force:** Level of Force, which is unlikely to result in death or serious physical injury (i.e., non-chemical or chemical agents, electronic stun devices or impact weapons, etc.).

**Non-Deadly Force:** Level of force, which does not result in death or serious physical injury (i.e., empty hand tactics, physical manipulation and control techniques).

**Non-Chemical Agents:** Gas-based substances or products which include O.C. (pepper spray/foam), HC (smoke) or other non-chemical agents that are designed to diffuse or neutralize aggression or otherwise lessen a person's ability to act in an aggressive or hostile manner.

**Serious Physical Injury:** A bodily injury that creates a substantial risk of death; causes serious disfigurement or results in a long-term loss or impairment in the functioning of the body.

**Staff Safety:** The ability for Correctional staff to assess their own vulnerability to physical assaults, verbal attacks, threats, intimidations, coercion and other potentially serious and violent acts against them in the line of duty that could escalate into physical altercations and determine the appropriate course of action in accordance with the Action Response Continuum of Control.

**Clinically Ordered Restraints:** Inmates may be considered for clinically ordered restraints when their behavior puts them and/or others at imminent risk of physical harm.

**Use of Force:** An action involving direct or indirect physical contact as employed by Department staff to obtain compliance of inmates/detainees and other individuals with orders from staff.

## V. Policy

- A. The use of force shall be resorted to only after all reasonable, non-forceful solutions have failed. If possible, staff shall take reasonable steps to deescalate a situation or otherwise prevent the need to use force. If force is necessary, it shall only be applied to the extent necessary and proportional to prevent an imminent threat of physical injury to a person, to effectuate a legitimate correctional objective, or to control inmate(s)/detainees and/or to restore order.
- B. Department of Detention Facilities staff shall be trained on the Use of Force Directive and related legal updates as designated by the Annual Training Plan. Records of such training shall be maintained as part of the employee training file.
- C. Force shall only be used in limited circumstances as an instrument of control; force must never be applied maliciously, for the purpose of inflicting pain or as a means of punishment. The amount and/or type of force used to gain control of a situation shall be in accordance with the Action Response Continuum of Control outlined in Appendix 1.
- D. The use of force shall cease as soon as:

1. The person on whom the force is being used is under control; or
  2. The person no longer poses an imminent threat of physical injury or death; or
  3. It is determined that force will no longer accomplish a legitimate correctional objective.
- E. The Department of Detention Facilities prohibits the use of a chokehold, knee hold or other similar acts of applying force or pressure against the trachea, windpipe, carotid artery, side of the neck or jugular vein of another person unless the Officer reasonably believes the use of such force is necessary to protect the life of the Officer using the force or to protect the life of another person and other applicable methods have been fully exhausted.
- F. If possible, staff should consider the age, gender, health and mental status prior to the use of force. Medical conditions such as pregnancy, respiratory ailments, advanced age or physically debilitating diseases may create an increased risk of serious injury and, if known, should be factored into the decision as to the appropriate amount and type of force to use.
- G. Staff shall have a duty to intervene to prevent or stop the known and apparent use of excessive or unauthorized force by another Officer/individual when it is objectively reasonable to do so. These incidents shall immediately be reported to a supervisor and documented on an incident report.
- H. Force may be used in the following circumstances:
1. Protection of a third party, e.g., another employee, inmate or visitor from imminent death, serious bodily harm or physical harm
  2. Self-protection from imminent death, serious bodily harm or physical harm
  3. Controlling disruptive inmates/detainees and to enforce and restore order
  4. Enforcement of directives, rules or orders after non-forceful methods have failed
  5. Protection of property
  6. Prevention of escape
  7. Prevention of suicide or other bodily harm
  8. Prevention of a crime

9. Administration of emergent involuntary medications as prescribed by a qualified health professional
  10. Applying clinical or therapeutic restraints authorized by a qualified health professional
- I. Authority for the use of force and/or use of security and restraint equipment is derived from the Superintendent, Correctional Facility Administrator (CFA) or Assistant Correctional Facility Administrator (ACFA) and is further delegated to Captains, Lieutenants and Sergeants. When use of force is necessary and time permits, the Lieutenant/Sergeant shall activate the Special Operations Response Team (SORT). In emergencies or other situations where it is impractical to activate the SORT, Officers shall be authorized to use appropriate force necessary in accordance with this policy.
  - J. SORT shall be comprised of Officers, Corporals and Sergeants duly trained in special operations principles, procedures and equipment, including use of O.C., riot batons and less-lethal specialty weapons.
  - K. Less-than-lethal weapons shall only be used during outdoor recreation or as part of a SORT action to quell a riotous situation or mass disturbance, in accordance with JRDC and ORCC ODs 02.07, and only upon authorization of the Superintendent, CFA or ACFA-Security except for an attempted escape. Less-than-lethal munitions shall not be used against passive demonstrations or general cell extractions or injections.
  - L. SORT members shall be authorized to carry and use O.C. spray/foam. Use of O.C. spray/foam, O.C. foggers and Pepperball shall be under the direction of the Sergeant or Lieutenant overseeing a SORT action. Additionally, O.C. spray/foam may be carried for use in spontaneous circumstances by a trained and authorized Lieutenant, Sergeant, Transportation and SORT members. The O.C. spray/foam shall be used only where the situation requires immediate action.
  - M. Non-SORT Officers shall be authorized to carry Detention Center issued O.C. spray/foam. The use of O.C. spray/foam is limited to instances of self-protection and staff safety and no other circumstance enumerated under section V. C. of this policy. Instances of self-protection are considered those situations where the Officer is in clear and imminent jeopardy of being physically harmed and all other reasonable alternatives have been exhausted. A verbal threat, in and of itself, is not considered a circumstance meriting the use of O.C. spray/foam.
  - N. Time permitting, significant incidents and incidents where the situation may require use of force shall require SORT activation. All SORT actions and uses of force which are not spontaneous shall be recorded. Incidents to be recorded include, but are not limited to:

- a. Forced cell moves
- b. Barricade situations
- c. Arson/destruction of property
- d. Disruptive or violent behavior
- e. Inmate job actions or protests

VI. Procedure:

A. SORT Activation

1. Upon notification that force may be necessary, the Lieutenant/Sergeant shall immediately respond to the area and determine how to best resolve the situation. Should s/he determine it necessary to activate SORT, the Lieutenant/Sergeant shall identify a Team Leader and direct him/her to report to the SORT equipment room. Additionally, s/he shall contact the Charge Nurse to inquire if the inmate has any medical condition that would preclude a SORT action.
2. The SORT leader shall be responsible for ensuring the following:
  - a. Team members are identified for each position and directed to report to the designated location;
  - b. Security equipment is ready for use;
  - c. Biohazard suits are issued if there is presence of blood or the inmate(s) has or is threatening to throw urine or feces;
  - d. Restraints are prepared and available;
  - e. Medical staff has been notified and is prepared to be on site for treatment;
  - f. Safest and least amount of force is used.
3. The Evidence Video Officer (EVO) shall record the Team Leader as s/he starts the briefing (date, time, location) describing the situation and identifying members of the team.
  - The EVO shall record the Use of Force Incident from the beginning to the conclusion of the incident. The EVO shall record as he/she starts the briefing (date, time, location), describing the situation and identifying members of the team. In addition, all SORT team participants involved shall document their observations and experiences attached to the Use of Force Report.
4. The Team Leader and EVO shall report to the location of the incident to assess the situation. The Team Leader attempts to de-escalate the situation and, if unsuccessful, shall:

- a. Ask the inmate(s) to comply with orders.
  - b. Advise the inmate that failure to comply shall result in action being taken.
  - c. Order the inmate to comply with the orders.
5. If the inmate complies, the Team Leader shall direct team members to place the inmate in restraints and move him/her to a designated area. Only force reasonably necessary to restrain the inmate shall be used to accomplish this objective.
  6. If the inmate does not comply, the Team Leader and EVO shall report to the team to brief them and direct further action.
  7. The team shall enter the area and the Team Leader shall give the inmate final opportunity to comply. Should s/he refuse, the Team shall take the necessary action and apply the amount of force reasonably necessary to restrain the inmate and move him/her to a secure holding area.

**B. Non-Deadly Force**

1. Defensive tactics may be used as an initial response to a situation where immediate action is required. Defensive tactics should be used solely to subdue and restrain the individual. Use of defensive tactics is a Level 3 response on the Action Response Continuum of Control.
2. O.C. Spray/Foam - Use of O.C. spray/foam by any Officer represents a Level 3 response on the Action Response Continuum of Control. O.C spray/foam shall be controlled and used in the following manner:
  - a. O.C. spray/foam is to be carried at all times while on duty.
  - b. Officers shall carry only departmental authorized O.C. spray/foam canisters in the prescribed manner on the duty belt.
  - c. O.C. spray/foam is never used as a method of punishment.
  - d. O.C. spray/foam is considered a use of force and shall be employed in a manner consistent with this Department's this policy.
  - e. Whenever practical and reasonable, Officers shall issue a verbal warning prior to using O.C. spray/foam against an inmate.
  - f. Only the minimal amount of O.C. spray/foam - one (1) second burst is used to control a situation. A single spray burst of one second should be directed at the inmate's eyes, nose and mouth.

- g. If the inmate still fails to comply, then the Officer may disperse the O.C. spray/foam again in one (1) second burst.
  - h. If the inmate does not become incapacitated, responding staff shall be immediately notified.
  - i. Once an inmate is incapacitated or restrained, use of O.C. spray/foam is not permitted.
  - j. Use of O.C. spray/foam should be avoided, if possible, under conditions where it may affect innocent bystanders.
  - k. This policy shall not be construed to authorize any AACDDF employee to carry O.C. spray/foam in connection with outside employment or activities that are not directly related to employment with the AACDDF.
3. Use O.C. spray/foam by SORT Officers in a SORT action shall follow the procedures noted in VI. B.2. of this policy, as well as those noted below:
- a. O.C. spray/foam shall not be used against inmate(s) offering only passive resistance. O.C. spray/foam shall only be used when faced with a hostile inmate(s) and the use of physical force has been ineffective; when the use of physical force is impractical; and/or when the use of physical force poses a significant risk of injury to staff, the inmate or others.
  - b. O.C. spray/foam shall be used in the course of a SORT action at the direction of the Lieutenant or Sergeant, or Officer designee under emergency circumstances; or by a Transportation Unit Officer in the course of performing court lock-up or transport duties. If used in a courtroom, the Officer shall make every effort to ensure court personnel and visitors are clear of the immediate area.
  - c. The SORT Leader or authorized staff member shall ask, advise and order the inmate to comply prior to utilizing O.C. spray/foam, unless his/her actions are spontaneous and where an immediate threat of bodily injury to staff or others exists. In this case, O.C. spray/foam shall be used for the immediate protection of staff.
  - d. Once O.C. spray/foam is utilized, staff shall order the inmate to get into the kneeling or prone handcuffing position and immediately apply restraints. The Officer shall instruct him/her to remain calm and initiate decontamination procedures.

- e. If used in an enclosed area, staff should wait approximately one (1) minute before entering to allow the residue from the O.C. spray/foam to subside. Upon entering the area, staff shall immediately secure the inmate in restraints.
  - f. If used by Transport Officers outside a secure area or within a courtroom, the inmate shall be restrained as soon as possible. As soon as restrained in the courtroom, the inmate shall immediately be returned to lock-up. The Transportation Supervisor shall be contacted and apprised of the use of O.C. spray/foam as soon as practical.
  - g. Decontamination procedures shall be initiated as soon as the inmate is in restraints and compliant, or has been returned to lock-up.
    - (1) Within the facility, inmates shall be escorted to the Medical Unit. Off-site, Officers shall contact 911 should the inmate appear to be in continued distress.
    - (2) Inmates on whom O.C. spray/foam has been used at court shall be returned to their originating facility as soon as possible and escorted to the Medical Unit.
    - (3) If O.C. spray/foam has been used in the course of transport, the Transportation Supervisor shall direct termination or modification of the detail.
4. Use of O.C spray/foam by non-SORT Officers shall follow the procedures noted in VI. B.2. of this policy, as well as those noted below:
- a. O.C. spray/foam may be used by non-SORT Officers only when the Officer reasonably believes he/she is in imminent jeopardy of being physically harmed and only after all other reasonable, non-forceful solutions have failed and only apply to the extent reasonably necessary to control an inmate and maintain self-protection and staff safety.
  - b. Non-SORT Officers authorized to carry OC spray/foam are provided training in its use prior to being issued the spray and shall successfully complete this or another approved training course to become qualified to carry O.C. spray/foam.
5. Fin Stabilized Baton
- a. Should it become necessary to use the shotgun during outdoor recreation only the Fin Stabilized Baton rounds shall be used. Use of this equipment represents a Level 4 response on the Action Response



Continuum of Control. The following precautions shall be observed consistent with the goal of preventing death or serious bodily harm:

- (1) An order to halt is required unless delay will permit an escape.
  - (2) Warning shots shall not be fired under any circumstances.
  - (3) Shots shall not be fired if they are likely to endanger the safety of bystanders.
  - (4) Shots shall be direct fired (center mass only) at inmates who are observed climbing the fence or wall and only after they have exceeded the mid level point of the fencing or building.
  - (5) Shots shall be direct fired (center mass only) at inmates committing an act resulting in grievous personal injury, crime of violence or other act threatening the life of or threatening to inflict grievous personal injury upon an Officer or other persons while in the recreation yards.
6. The CFA and the ACFA shall be notified immediately when the use of force results in serious injury to either staff or inmates.

C. Mechanical restraints

1. Mechanical restraints, including handcuffs and leg irons shall be used only when reasonably necessary and never as a method of punishment. Use of these restraints represents Level 3 response on the Action Response Continuum of Control. Such restraints shall only be used in the following instances:
  - a. Transporting an inmate;
  - b. When the inmate's past history, present behavior or emotional state creates the likelihood that escape or bodily injury to any person may occur.
  - c. Pursuant to medical/psychological advice, to prevent the inmate from attempting suicide or inflicting serious physical injury to him/herself.
  - d. When escorting an inmate on administrative or disciplinary segregation to and from his/her housing unit.
2. Mechanical restraints shall never be used:
  - a. About the head or neck of an inmate;



to the sides in conventional mechanical restraints. Under no circumstances shall an inmate be handcuffed behind his/her back while in the restraint chair.

4. The inmate shall be checked by an Officer once every 15 minutes. A QHCP shall check the inmate once during the first two (2) hours. If the determination is made that the inmate shall continue in the Restraint Chair for a period of time beyond two (2) hours, a QHCP shall check the inmate every subsequent hour. Security and medical checks shall be documented on an Incident Report. A security supervisor shall accompany the QHCP during medical checks to assess the inmate's demeanor and to determine if the inmate needs to remain in the Restraint Chair.
  - a. The inmate shall be removed from the Restraint Chair after two (2) hours, with or without restraints (handcuffs/ leg irons), depending on inmate's behavior.
  - b. The inmate shall be given an opportunity to exercise/move each limb, use the toilet and hydrate.
  - c. The inmate shall be given the opportunity to eat scheduled meals at or around meal periods.
  - d. If the inmate continues to display behavior deemed harmful to themselves or others, the Sergeant/Lieutenant shall return the inmate to the Restraint Chair. Every effort shall be made to keep the inmate restrained in the chair for the minimum period of time needed to bring the inmate under control.
  - e. If the inmate is returned to the Restraint Chair following the initial two (2) hours, the inmate shall be managed in accordance with section IV.E.4.i.through iv. of this policy.

**NOTE: Inmates shall not be restrained in the chair longer than six (6) hours (3 consecutive 2 hour periods) unless approved by the ACFA/CFA.**

5. After each use, the chair shall be sanitized with disinfectant and returned to its designated location.

F. TranZport Hoods

1. A Lieutenant/Sergeant or SORT Team Leader shall direct use of a TranZport Hood in situations where an inmate is demonstrating belligerent, unruly or threatening behavior indicating intent to spit or bite. The following conditions shall apply:

- a. The Lieutenant/Sergeant or SORT Team Leader will contact the medical department for information regarding any pre-existing conditions that would prohibit the use of the TranZport Hood. These conditions include, but may not necessarily be limited to, symptomatic asthma, emphysema, coronary artery disease with episodes of chest pain or unstable seizure disorder.
  - b. The inmate shall be restrained using conventional restraints or in the Restraint Chair.
  - c. The inmate must remain under constant visual observation and shall not be left unattended.
  - d. Under no circumstances shall the TranZport Hood be used on an inmate who is unconscious, vomiting, having difficulty breathing or bleeding from the mouth, nose or head area.
  - e. All jewelry and eyewear shall be removed before application.
  - f. The TranZport Hood shall not be used if it is difficult to apply due to the size of the inmate's head.
2. The TranZport Hood shall remain on the inmate until the Sergeant/Lieutenant determines the inmate is no longer a threat, or until constant observation of the inmate cannot be maintained.

G. Immobilization Control Electronics Shield (I.C.E. Shield)

1. The I.C.E Shield is an EID and is designed to temporarily immobilize a noncompliant inmate by distributing a one (1) to eight (8) second less-than lethal electrical shock. The Shield represents a Level 3 response on the continuum of control.
2. The Lieutenant/Sergeant or SORT Leader may recommend use of the I.C.E Shield in situations where an inmate/detainee demonstrates unruly and/or disruptive behavior
  - a. Only staff certified for the EID I.C.E Shield are authorized to use the I.C.E Shield.
  - b. The Supervisor authorizing the use of the I.C.E Shield shall contact the medical department prior to deployment for information regarding pre-existing conditions that would prohibit the use of the Shield. These conditions include, but are not limited to, pregnancy, known neuro muscular conditions, metal body braces, wheelchairs or prosthetics.
  - c. Immediately following the use of the Shield, the inmate/detainee shall be examined by the medical unit.

#### H. Less-than-Lethal, Specialty Munitions

1. The Lieutenant/Sergeant or SORT Leader may recommend use of less-than-lethal or specialty munitions to quell a mass disturbance or riotous situation in accordance with JRDC and ORCC ODs 02.07. Use of these munitions represents a Level 4 response on the Action Response Continuum of Control. Such munitions include:
  - a. Riot batons
  - b. Flashbangs
  - c. Chemical grenades
  - d. Bean-bag rounds
  - e. Stingball grenades
  - f. 37/40 mm grenade specialty rounds
  - g. Fin stabilized baton
2. Use of specialty munitions (a-f) shall be part of a SORT action and shall require the authorization of the Superintendent, CFA or ACFA.
3. Fin stabilized baton projectiles (g) shall be utilized primarily for outdoor recreation periods as outlined in Section V.B.5 of this SOD.

#### I. Deadly Force

1. Use of deadly force represents Level 5 response on the Action Response Continuum of Control. The use of deadly force is authorized in a situation of imminent jeopardy, and then only as a last resort when all other reasonable alternatives have been exhausted, and only when one or more of the following conditions exist:
  - a. An inmate or other person is carrying a weapon or attempting to obtain a weapon by force, if the Officer has reason to believe that the inmate/person intends and has the ability to cause death or grievous personal injury to the Officer or other person, and if no other reasonable alternative exists.
  - b. An inmate the Officer has seen kill or grievously injure another person refuses to halt when ordered.
  - c. An inmate or person who has committed or is committing an act resulting in grievous personal injury, crime of violence or other act threatening the life of or threatening to inflict grievous personal injury upon the Officer or other person.

- d. An inmate is in the process of escaping and his/her freedom is reasonably believed to represent an imminent threat of death or grievous bodily harm to the Officer or other persons.

**NOTE: CLEARING THE LAST LINE OF INSTITUTIONAL SECURITY, (i.e., OUTSIDE OF THE SECURITY FENCE/WALL AREA, ON THE ROOF, OR OUTSIDE THE TRANSPORT VEHICLE) DOES NOT IN AND OF ITSELF AUTHORIZE THE USE OF DEADLY FORCE. THE CONDITIONS LISTED IN SECTION V.G.1 MUST ALSO EXIST.**

2. Whenever it appears it will be necessary to use deadly force, the following steps shall be taken:
  - a. The staff member shall notify the Lieutenant/Sergeant of the situation and await orders, if possible.
  - b. If possible, the Lieutenant/Sergeant shall respond to the location to assess the situation and direct further action.
3. If it becomes necessary to use a firearm, the following precautions shall be observed, provided it is practical to do so, consistent with the goal of preventing death or serious bodily harm:
  - a. Circumstances permitting, a verbal order to cease the activity-giving rise to the use of deadly force shall be given before a shot is fired.
  - b. Shots shall not be fired if they are likely to endanger the safety of bystanders.
  - c. Warning shots shall not be fired under any circumstances.
  - d. Firearms shall not be discharged from a moving vehicle.
  - e. The intent shall be to “shoot to stop” rather than “shoot to kill.”
4. If deadly force has been used or has been authorized, the Lieutenant/Sergeant shall de-escalate the situation as quickly as possible and immediately direct the Control Officer to:
  - a. Contact the Superintendent, CFA and ACFA;
  - b. Request the necessary emergency medical assistance to aid any injured persons;

- c. Request the presence of police investigators from the Anne Arundel County Police by telephoning 911.
  5. All personnel involved in an incident in which deadly force has been used shall be segregated from other staff and directed to refrain from discussing the incident with anyone other than police investigators.
  6. Should deadly force be used by Transportation Officers, the following steps shall be taken:
    - a. Immediately notify Police Department of the situation and request medical assistance for all injured persons through any means available (radio, telephone).
    - b. If within Anne Arundel County, request dispatch of appropriate police personnel to the location.
    - c. If outside Anne Arundel County, request Police Communications notify appropriate police personnel in that jurisdiction to respond to the location.
    - d. Secure the scene, preserving all evidence until relieved by arrival of appropriate police personnel and remaining alert to more danger.
    - e. As soon as possible, notify the Lieutenant/Sergeant who shall contact the CFA/ACFA and advise them of the incident.
- J. Investigation and Reporting Use of Force Incidents
  1. Where extemporaneous force has been used, Officers shall immediately notify the Sergeant/Lieutenant who shall respond to the scene.
  2. Immediately following any use of force, the Sergeant/Lieutenant shall take the following measures and initiate an investigation:
    - a. Ensure the inmate is restrained;
    - b. Contact the Medical Unit to request that a QHCP report to the area to evaluate the inmate;
    - c. Ensure that any injured employee completes a First Report of Injury Report and other reports required under applicable Administrative Directives.
    - d. Notify the ACFA of any injuries requiring more than minor medical attention or transport to a hospital in accordance with policy.

- e. Remove any Officer or employee from the Post if s/he is unable to perform required duties. This may require Post reassignment for the duration of the shift.
  - f. Take photographs of all inmates involved in use of force and photograph any injuries to staff. Depending upon the circumstances, injuries may appear or change in appearance at some point later (bruising, swelling, etc.), in which case the Sergeant/Lieutenant should take additional photographs. Take photographs of staff injuries that are not minor in nature, e.g., scratches or other minor abrasions.
  - g. Conduct initial interviews with staff and inmate(s) to develop an overview of the situation.
3. The Sergeant/Lieutenant shall ensure every Officer and employee involved or having observed the incident prepares a Use of Force Report (Appendix 2) in accordance with the following guidelines:
- a. Reports shall be completed immediately following the incident. When possible, Officers should be relieved to complete the report. When not possible, Officers may complete the report on Post.
  - b. Officers shall complete their reports independently and shall not be allowed to confer with others.
  - c. All reports (Medical, Security, Civilians) will be turned into the Sergeant/Lieutenant before the end of shift.
  - d. The Sergeant/Lieutenant shall review all reports for accuracy and completeness, request additional clarification when necessary, and comment on the appropriateness of the force used. After completing the review, the Sergeant/Lieutenant shall complete a written overview of the entire incident and forward all reports to the ACFA by the end of the shift.
  - e. The Sergeant/Lieutenant shall document the location of strikes if intermediate force weapons are used.
  - f. At ORCC, an After Action Review Team/Committee should be formed to review the incident. Documentation of the review will be retained by ORCC compliance.
4. The ACFA shall review all reports for accuracy and completeness, request additional clarification when necessary, and comment upon the




appropriateness of the force used. Upon completion, the ACFA shall forward all reports to the CFA.

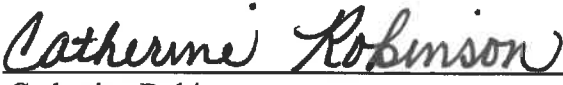
5. Within five (5) days after receipt of the reports, the CFA shall:
  - a. Find that staff reacted within the scope of their duties and utilized only necessary force.
  - b. Refer the matter back to the ACFA for investigation of any issues requiring clarification.
  - c. Find there is reason to believe staff reacted beyond the scope of their duties and applied more force than necessary. In this event, disciplinary action shall be initiated in accordance with Administrative Directive 03.05.
  - d. Find that further investigation is necessary and refer the matter to the Criminal Investigation Division of Anne Arundel County Police Department.
6. In cases where deadly force was used, the CFA or the ACFA shall request an immediate investigation through the Anne Arundel County Police Department.

K. Recorded Videos

1. Recordings shall be treated as evidence and a Chain of Custody log maintained at all times (See JRDC OD 01.02, Appendix 3 and ORCC OD 01.09, Appendix 1).
2. After an event has been recorded, the video shall be immediately submitted to and reviewed by the Sergeant/Lieutenant who shall consider its content in his/her assessment of the use of force and preparation of the overview.
3. The video shall be stored in a secure and restricted area until submitted to the ACFA Security (JRDC)/Captain (ORCC) who shall serve as the custodian of the video evidence.
4. A log shall be established by the custodian to record the name, date and time a video is removed from the area, the purpose of removal and the location to which the video is taken.

This policy will be reviewed at least annually and revised as necessary.

  
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Michael Borgese  
Correctional Facility Administrator, JRDC

  
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Catherine Robinson  
Correctional Facility Administrator, ORCC

Rescinds:      SOD 1.0A, dated August 1, 2002  
                  SOD 1.0A, dated May 5, 2009  
                  SOD 01.0A dated January 26, 2012  
                  SOD 01.0A October 27, 2017  
                  SOD 01.0A April 19, 2018

Appendix 1 - Use of Force – Action Response Continuum of Control

Appendix 2 - Use of Force Report

Appendix References: JRDC OD 01.02, Appendix 3; ORCC OD 01.09, Appendix 1 – Chain of Custody Form