

**REED COLLEGE
COMMUNITY SAFETY
DEPARTMENTAL DIRECTIVE**

USE OF FORCE

Source: Departmental Directive issued by the CS Director.

Original publication: August 2011

Latest review & revision: July 2018

PURPOSE

The purpose of this directive is to establish guidelines on the Use of Force for Reed College Community Safety Officers (CSOs) in the performance of their official duties that comply with all applicable Reed College policies, Local, State and Federal Administrative Rules, and Guidelines and laws that are appropriate for providing service to the Reed College community.

OVERVIEW

The use of force by Reed College CSOs is a matter of critical concern to the Reed College Community and the Reed College Community Safety Department. CSOs are involved daily in numerous and varied human encounters and, when warranted, may use necessary, reasonable force in carrying out their duties as described in this directive.

CSOs must have an understanding and appreciation for the limitations of their authority, particularly with respect to overcoming resistance from those with whom they come into official contact. Officers must also be aware of the different roles they play in the performance of their official duties: CSOs may act as agents of Reed College, as unarmed private security professionals.

Reed Community Safety recognizes and respects the value of all human life and dignity without prejudice towards anyone. It is also understood that vesting CSOs with the authority to use reasonable force to protect the Community welfare requires a careful balance of all human interests.

Use of force by Community Safety should be reserved for situations when other options do not seem reasonable to effectively mitigate the threat of injury or death. CSOs shall use only the amount of force which reasonably appears necessary, given the facts and circumstances perceived by the CSO at the time of the event, to effectively bring an incident under control in any situation listed below:

- 1) When there is imminent threat of injury or death to the CSO
- 2) When there is imminent threat of injury or death to another person

**REED COLLEGE
COMMUNITY SAFETY
DEPARTMENTAL DIRECTIVE**

“Reasonableness” of the force used must be judged from the perspective of a reasonable officer on the scene at the time of the incident. No CSO has the authority to depart from this directive.

No directive can identify every possible situation a CSO might encounter in the field which may require the use of force. This directive is intended to provide guidelines enabling CSOs to make judgments regarding when the use of force is necessary and the amount of force that is reasonable under all prevailing circumstances.

While it is the ultimate objective in every physical encounter to avoid or minimize injury to everyone involved, nothing in this policy requires a CSO or another person to actually sustain physical injury before a CSO uses reasonable force.

GENERAL GUIDELINES ON USE

Level of force used: CSOs shall use only the amount and type of force reasonable and necessary to eliminate the threat of injury or death. CSOs are authorized to use whatever force is reasonable and necessary to protect themselves or others from bodily harm or death.

Escalation: Sudden escalation of threats or aggression by a person may preclude the use of lesser levels of force or control by officers. The decision to employ any force must be based on the imminent threat observed by officer(s) at the time the action is taken.

Where feasible, CSOs shall identify themselves and give a verbal warning before using force.

STANDARD OF REASONABLENESS

Any application of force by a member of the Community Safety Department must be judged by a standard of “reasonableness.” When evaluating whether a CSO has used reasonable force, a number of factors should be taken into consideration. Those factors should include, but are not limited to the following:

1. The conduct of the person presenting a threat (as reasonably perceived by the CSO at the time)
2. CSO/person factors (age, size, relative strength, skill level, injury/exhaustion, and number of Officers vs. persons)

**REED COLLEGE
COMMUNITY SAFETY
DEPARTMENTAL DIRECTIVE**

3. Influence of alcohol or other drugs (if known)
4. Psychiatric and/or medical conditions (if known)
5. Proximity of weapons
6. Availability of other options (what resources are reasonably available to the CSO under the circumstances)
7. Immanence of the threat (intent, means, opportunity)
8. Training and experience of the CSO
9. Potential for injury to bystanders, CSOs, and subjects
10. Other exigent circumstances.

It is recognized that CSOs are expected to make split-second decisions and the amount of time available to evaluate and respond to changing circumstances may impact a CSO's decision.

Each CSO is expected to respond with only the degree of force which reasonably appears appropriate and necessary under the circumstances, at the time, to successfully mitigate the threat to the officer or others.

The decision to use force rests with each CSO. While there is no way to specify the exact amount or type of force to be applied in any situation, each CSO is expected to use these guidelines to make such decisions in a professional, impartial, and safe manner.

LIMITATIONS ON THE USE OF FORCE:

The following acts associated with the use of force are prohibited:

1. Application of a choke hold or carotid control hold, except when the CSO reasonably believes such holds are the only means of protecting his/herself or another person from imminent threat of physical injury or death
2. Use of Streamlites, Maglites, or other flashlights as batons. A CSO may use a flashlight or other object designed for a use other than as a weapon ONLY to defend him/herself or another person from imminent serious injury or death. This is ONLY allowed if Community Safety Departmentally sanctioned methods are not available or are impractical.
3. The carrying or use of saps, blackjacks, or slapjacks.
4. Any use of force not reasonably necessary in light of the circumstances confronting the CSO.
5. Any use of force under color of a CSO's official authority when off duty or acting outside the CSO's authorized scope.

**REED COLLEGE
COMMUNITY SAFETY
DEPARTMENTAL DIRECTIVE**

REPORTING REQUIREMENTS:

Any use of force must be reported according to the guidelines in this directive. Failure to report a use of force by the officer who used the force is a serious violation of Community Safety departmental guidelines and may result in disciplinary action, up to and including immediate discharge. Community Safety staff who become aware of an unreported use of force are required to notify Community Safety management immediately. Failure to do so may result in disciplinary action, up to and including immediate discharge.

USE OF FORCE REPORTS AND INCIDENT REPORTS

All uses of force by a CSO require both a Use of Force Report and an Incident Report. The Use of Force Report must be completed by any CSO(s) who used force before the officer(s) are relieved from duty and the Incident report must be completed within 24 hours of the incident. Additionally, any CSO present at the time force was used will write a supplemental report within 24 hours of the incident.

Any injury to a CSO or other person resulting from the use of force by a CSO shall be reported verbally to Community Safety Management immediately, and described on the required Use Of Force Report before the officer is released from duty and on the incident report within 24 hours of the incident. This requirement is in addition to any reporting required for Reed employees injured in the course of their duties.

Exceptions to completing the required reports within the specified timeframe may be granted by the CS Manager On-Call under appropriate circumstances. For example, if a CSO was injured and requires medical attention, reporting may be delayed as necessary.

PHOTOGRAPHS

When an injury is visible it should be photographed whenever possible. Persons who report injuries that are not readily apparent should be photographed, whenever possible, to document the lack of immediate visible injury. Such photographs will be entered into the Community Safety photo evidence system.

USE OF FORCE REVIEWS

In addition to the specific reviews listed in this policy, Reed College Community Safety will review all reported uses of force monthly to ensure that they have been adequately documented and to determine if all uses were appropriate.

**REED COLLEGE
COMMUNITY SAFETY
DEPARTMENTAL DIRECTIVE**

The Director of Community Safety and/or the Dean's office may also initiate reviews of the Community Safety Department's use of force at their discretion.

TYPE OF FORCE USED

Use of force may include but is not limited to certain physical contact used in order to control an individual as well as the use of tools including but not limited to: department issued handcuffs and Oleoresin Capsicum (OC). Please review the Department Directives for the guidelines and application use of these issued tools. Use of these tools constitutes a level of use of force and this directive should be applied.

**REED COLLEGE
COMMUNITY SAFETY
DEPARTMENTAL DIRECTIVE**

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USE OF FORCE REPORT**

_____ _____ _____ _____
Date Time Incident # Case #
(Required, even if no additional narrative needed.)

Officer Location

Subject Name

Subject Type (check one):

- Employee/Staff Department:
 Visitor
 Student
 Other

Number of subjects: _____ Number of Officers: _____

	Yes	No	Effectiveness/Comments
Searched	_____	_____	_____
Handcuffed	_____	_____	

Injuries to Subject _____ _____ Summarize below with detail in Incident Report
 Injuries to Officer _____ _____ Summarize below with detail in Incident Report

	Use	Display	N/A	
OC Spray Report	_____	_____	_____	Use requires manager notification & Incident Report

Descriptions/Details

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DEPARTMENTAL DIRECTIVE**

___ Copy of Original in Director's Mailbox ___ Original with Report Managers
Initials: ___