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I. SCOPE

Bethel University Security Officers have been granted the authority to use force when necessary to accomplish lawful ends. This authority has been granted in conjunction with the Board of Trustees and the University President. The authority is grounded in the responsibility of every Bethel University security officer to comply with the laws of the State of Tennessee regarding the use of force and to comply with the provisions of this policy. Equally important is Bethel University's obligation to prepare individual officers in the best way possible to exercise that authority.

In situations where security officers are justified in using force, the utmost restraint should be exercised. The use of force should never be considered routine. The security officer shall be guided by the principle that the degree of force used in any situation should be only that which is reasonably necessary. Security officers should exhaust all other reasonable means before resorting to the use of force.

This policy supports the responsibility of security officers to prevent or stop the illegal or inappropriate use of force by other security officers. Every security officer is expected and required to take appropriate action in any situation where that security officer is convinced that another security officer is using force improperly. Security officers are obligated to report all situations in which force is used illegally to the Chief of Security.

Deciding whether to use force when authorized is among the most critical decisions made by security officers. It is a decision which must be made quickly and under difficult, often unpredictable circumstances that may be irreversible. It is not possible to entirely replace judgment and discretion with detailed policy provisions. Nonetheless, this policy in conjunction with the use of force

continuum is intended to provide the best guidance and direction possible to security officers when called upon to confront and address the most difficult of situations. Security officers whose actions are consistent with the law and the provisions of this policy will be strongly supported by Bethel University and the legal community in any subsequent review of their conduct regarding the use of force. Bethel University security officers should always contact local law enforcement for assistance first when the situation permits them to do so.

II. DEFINITIONS

A. CONSTRUCTIVE AUTHORITY

1. Constructive authority does not involve actual physical contact with the subject but involves the use of security officer's authority to exert control over a subject.
2. Examples include verbal commands, gestures and warnings.

B. PHYSICAL FORCE

1. Physical force involves routine or procedural contact with a subject necessary to effectively accomplish a legitimate security objective.
2. Examples include guiding a subject away from a hostile situation or physically restraining an individual from causing bodily injury.

C. MECHANICAL FORCE

1. Mechanical force involves the use of some device or substance other than a firearm, to overcome a subject's resistance of the security officer's authority.
2. Examples include the spraying of a chemical agent.

D. PRESENTATION OF DEADLY FORCE

1. Officers should not draw or exhibit any firearm unless circumstances create a reasonable cause to believe that it may be necessary to use the firearm in conformance with this policy.
2. The only exception to this rule is for cleaning, storage, inspections, and training purposes.

E. DEADLY FORCE

1. Deadly force is force which a security officer uses with the purpose of causing, or which the officer knows to create a substantial risk of causing, death or serious bodily harm.

F. REASONABLE BELIEF

1. Reasonable belief is an objective assessment based upon an evaluation of how a reasonable security officer with comparable training and experience would react in a similar situation.

G. IMMINENT DANGER

1. Imminent danger describes threatened actions or outcomes that may occur during an encounter absent any action by the security officer.
2. The threatened harm does not have to be instantaneous, for example, imminent danger may be present even if a subject is not at that instant pointing a weapon at the security officer but is carrying a weapon and running for cover.

H. SUBSTANTIAL RISK

1. A substantial risk exists when a security officer disregards a foreseeable likelihood that innocent persons will be endangered.
2. For example, discharging chemical spray into a confined space (room, vehicle, etc.) occupied by innocent persons and exposes those persons to a substantial risk of harm.

III. TRAINING REQUIREMENTS

- A. Security officers must undergo and pass a psychological evaluation and drug screening prior to weapon training. Weapon training requirements will be repeated at two-year intervals and psychological and drug screenings may be conducted at random. Security officers must be trained and licensed with the State of Tennessee before being allowed to carry chemical spray or a firearm. Employment is contingent upon the officer meeting all of the above qualifications.
- B. The departmental firearms training program will include comprehensive instruction of:
 1. Departmental policy on use of deadly force.
 2. The legal requirements.
 3. Moral responsibilities of carrying a firearm.
 4. Firearm safety and security, including home safety.
 5. Firearm proficiency (Firing range qualifications).

- 6. Chemical spray certification.
- C. Proof of training must be carried at all times while performing respective duties.
- D. The Department of Safety and Security is required to conduct and document annual training for all security officers on the lawful and appropriate use of force and deadly force. It should include, but not necessarily be limited to, the use of force in general, as well as physical and mechanical force, deadly force, and the limitations that govern the use of all forces.
- E. Firearm training, to include range time, will be conducted at a minimum of two times per year.
- F. Batons and tasers are prohibited weapons for all security officers.

IV. FAILURE TO QUALIFY

Should a security officer fail to meet qualification standards, the following procedure will be followed:

A. FIRST SESSION FAILURE

If the security officer fails to qualify during this session, the officer will be scheduled for a re-test within two weeks of the failure date. The security officer will be given a written counseling for failure to obtain proficiency with their weapon. The Chief of Security or his or her designee will be notified.

B. SECOND SESSION FAILURE

If at the second session the security officer still fails to qualify, the officer will remain in an unarmed status, and will be re-tested within one month of the failure date. The officer will be given a written reprimand for failure to obtain proficiency with their weapon.

C. THIRD SESSION FAILURE

Should a failure result from the third session, the officer will be deemed unqualified to carry a firearm, and a hearing set. The administration may consider dismissal, based upon record, circumstance, and position availability.

V. AUTHORIZATION AND LIMITATIONS

A. USE OF CONSTRUCTIVE AUTHORITY AND PHYSICAL FORCE

1. A security officer may use constructive authority or physical force when the officer reasonably believes it is immediately necessary at the time:
 - a. to prevent the officer, or a third party, from unlawful physical force which may cause bodily harm; or
 - b. to protect property.

B. USE OF MECHANICAL FORCE

1. A security officer may use mechanical force when the officer reasonably believes it is necessary at the time:
 - a. to protect the officer, or a third party, from unlawful physical force which may cause bodily harm;
 - b. to prevent the escape of a fleeing suspect whom the officer has probable cause to believe has committed an offense in which the suspect caused or attempted to cause death or serious bodily harm; and
 - c. who will pose an imminent danger of death or serious bodily harm should the escape succeed.

C. USE OF DEADLY FORCE

1. A security officer may use deadly force when the officer reasonably believes such action is immediately necessary to protect the officer or another person from imminent danger of death or serious bodily harm.
2. A security officer is under no obligation to retreat or desist when resistance is encountered or threatened. However, a security officer shall not resort to the use of deadly force if the officer reasonably believes that an alternative to the use of deadly force will avert or eliminate an imminent danger of death or serious bodily harm.
3. A security officer shall not use deadly force to subdue persons whose actions are only destructive to property.
4. Deadly force shall not be used against persons whose conduct is injurious only to themselves.
5. Security officers should not discharge a firearm at or from a moving vehicle except as the ultimate measure of self-defense or defense of

another when the suspect is using deadly force.

6. Warning shots are not permitted due to the inherent danger to officers and civilians.
7. In considering the use of a firearm, university security officers must keep in mind that the officer alone is responsible for his or her actions and that he or she may be required to justify them in administrative hearings and courts of law.
8. Any violation of the regulations contained herein will result in administrative and/or disciplinary action, to include termination.

D. POLICE ROBOTS, DRONES, ETC.

1. In the event that a robot, drone, or other means of technology need to be utilized, the Chief of Security will coordinate with local law enforcement agencies to determine if this is plausible.

VI. USE OF FORCE CONTINUUM

1. Physical presence of a Bethel University security officer in uniform.
2. Assessment of situation, call for other security or police assistance if appropriate;
3. Verbal persuasion;
4. Verbal command;
5. Conflict resolution;
6. "Soft hands" – gentle physical contact;
7. "Hard hands" – strong physical contact used in a manner designed for greatest likelihood of compliance with least likelihood of injury;
8. Pepper spray – Pepper spray may only be used by security officers who have been trained and certified by a recognized training agency with training arranged and sponsored by the University. Record of such training must be on file and a copy present in the security officer's personnel file.

The use of pepper spray is limited to areas that are well ventilated and care will be taken where others are in attendance. Pepper spray will only be used to protect the security officer or others from imminent physical harm.

Any security officer who is forced to rely on the use of pepper spray after

exhausting all other measures, including withdrawing from the situation, must file a complete written report of the event and notify the Chief of Security as soon as it is prudent to do so. The Chief of Security will conduct a review and provide the written report to the Dean of Student Development.

9. Presentation of deadly force;

10. Deadly force.

VII. DE-ESCALATION TECHNIQUES

All armed security officers must attempt to use verbal techniques in an effort to de-escalate situations. All armed security officers will be familiar with the techniques and know when and how to utilize them. De-escalation techniques may consist of:

1. Use the person's name.
2. Ask "May I help you?"
3. Speak slowly.
4. Use restatement for clarification.
5. Ask to take notes.
6. Paraphrase.
7. Use "what" and "we."
8. Allow time for reflection.
9. Give options.
10. Ask for their idea or solution.
11. Use simple words.
12. Maintain 65-percent eye contact.
13. Don't allow long waits.
14. Don't fake attention.
15. Don't roll your eyes.
16. Don't make false promises.
17. Don't use jargon.
18. Don't agree with someone – take their side.
19. Don't cut people off.

20. Don't get in a power struggle.
21. Don't raise your voice.
22. Don't fail to document.
23. Don't lose temper.
24. Don't ever meet an angry person one on one.
25. Don't allow more than one person to talk.
26. Don't argue.
27. Don't say, "calm down."

VIII. USE OF FORCE REPORTS

- A. In all instances when physical, mechanical or deadly force is used, each security officer who has employed such force shall complete:
 1. Any reports made necessary by the nature of the underlying incident; and
 2. A Use of Force Report is to include the description of the order of the Use of Force Continuum that was taken, justification for the force used and any injuries that occurred during the event.

IX. DEPARTMENTAL CONTROL OF WEAPONS

All armed certified on-duty security officers shall be armed with a department approved firearm. A department approved firearm intended for official use by a security officer must meet the following requirements:

1. The firearm must be a specific model and caliber approved by the Chief of Security.
2. The firearm must be loaded only with frangible ammunition approved by the Chief of Security.
3. The firearm must be registered with the department by make, model and serial number.
4. The officer must be qualified with the weapon before carrying it.
5. Modifications and alterations must be approved by the Chief of Security.
6. Repairs to departmental weapons will be performed only by a department approved gunsmith.
7. Only department approved holsters are permitted for on-duty use.

8. Armed security officers are authorized to carry a weapon on University property. Off- duty weapons are not authorized under the authority of the department. Security officers must carry their department issued ID and badge whenever carrying a weapon under the authority of the department.
9. Dry firing of firearms, except under the direct supervision and authorization of a certified firearms instructor or armorer, is prohibited.
10. Firearms must remain in a ready state. This means that the firearm will remain holstered, and on safe with a loaded magazine in the magazine well. The round should not be chambered unless imminent danger is present.
11. During shift change, only authorized personnel will be permitted inside the office, and the door must remain locked.
12. Every armed security officer shall be issued copies of the procedure and shall be instructed in the context of this procedure at least annually during use of force training. Newly hired officers must be instructed in department procedures, given a copy of the procedure, undergo screening requirements, and qualify before carrying a weapon.
13. Security officers will read and sign that they received a copy and understand the departmental policy.

X. MAINTENANCE AND STORAGE OF FIREARMS & AMMUNITION

A. CARE AND MAINTENANCE OF FIREARMS

1. Security officers will maintain all firearms in a clean and serviceable condition. Firearms will be examined and cleaned at least once a month, as assigned by the Chief of Security or his or her designee. Additionally, the firearm must be cleaned after the weapon has been fired, as assigned. Problems found with firearms during these examinations will be brought to the attention of the Chief of Security or his or her designee.
2. Firearms will be disassembled for examination and cleaned only to the extent authorized by the Chief of Security.
3. A full inspection of all firearms will be conducted annually by the Chief of Security or his or her designee to determine their condition, safety and

reliability. Firearms found with broken, worn or missing parts will be removed from service until repaired or replaced.

4. The Bethel University Security Department will maintain an accurate inventory of all firearms and ammunition.

B. STORAGE OF FIREARMS

1. Firearms not being utilized by the on-duty officers shall be stored inside the locked safe located inside of the Security office. The Chief of Security and his or her designee shall have access to all firearms.
2. The loading and unloading of all firearms shall be done only inside of the Security office.

C. STORAGE OF AMMUNITION

1. All ammunition will be stored inside of the locked safe located inside of the security office.
2. An accurate count of all ammunition will be recorded for inventory purposes. All ammunition used for training purposes will be indicated on the inventory list. If there is a discrepancy found in the inventory count, the Chief of Security will initiate an investigation.
3. All ammunition will be inspected prior to use and upon receipt.

XI. DEPARTMENT RESPONSE TO THE DISCHARGE OF A FIREARM

1. After an incident involving the use of a firearm by a University security officer, the Chief of Security will be notified as soon as possible by the security officer involved in the incident.
2. The firearm used by the security officer in the incident will be secured for investigation and storage and will be replaced as soon as practical.
3. An administrative investigation of the incident will be conducted under the aegis of the Chief of Security according to department procedures and, when applicable, protocols established by the respective District Attorney's Office.
4. Where the use of a firearm causes serious physical injury or death, the security officer shall be immediately assigned administrative duties. The officer will be required to undergo a psychological evaluation by a licensed examiner and will not return to field assignments until he or she is determined fit for duty by the examiner.

XII. POLICY AGREEMENT FORM

DEPARTMENT OF SAFETY AND SECURITY
POLICY AGREEMENT

I acknowledge that I have completely read and understand the policies and procedures set forth in the Bethel University Department of Safety and Security Policy Handbook, with special attention and care paid to the department's 'Use of Force & Weapon' policy.

By signing this form, I agree that I will adhere to the policies set forth in this Handbook, as well as those in the University Staff Handbook, and that my failure to follow all policies and procedures or satisfy my training requirements may result in disciplinary action, up to and including, termination of my employment with Bethel University.

Name: _____
(please print clearly)

Signature: _____

Date: _____