



Use of Force Policy

BOARD POLICY

The purpose of this policy is to provide guidance to Pikes Peak Library District Security Officers in using force in connection with their duties with PPLD. As a general matter, Security Officers are expected to attempt to de-escalate, without using force, situations that interfere with the operation of PPLD facilities and the use of those facilities by PPLD patrons.

Security Officers are not required to use force to defend themselves or third parties, including PPLD patrons and employees. In general, they are expected to observe, contact and summon law enforcement, report, and attempt to cease any altercations with loud verbal commands and de-escalation techniques. Security Officers should focus on keeping other patrons and employees safely out of the way until law enforcement arrives. Although not required to do so, Security Officers may decide to use reasonable force to protect themselves and PPLD patrons and employees.

PROCEDURES

I. Operations

Security Officers may use physical force against another person in order to defend themselves or PPLD patrons or employees from what they reasonably believe to be the use or imminent use of unlawful physical force on another person. Security Officers may use a degree of force which they reasonably believe to be necessary for that purpose.

- A. When using force, Security Officers must immediately cease such use when the offending party ceases the aggressive behavior.
- B. An officer has a duty to intervene or stop the use of excessive force by another officer when it is safe and reasonable to do so.
- C. Any use of force by Security Officers must be consistent with state and federal laws applicable to the use of force, the parameters of this policy, and the training provided by PPLD, including, but not limited to, training in Crisis Prevention Institute Nonviolent Crisis Intervention.
- D. **Security Officers are not authorized to use or carry weapons in the library.**

II. Reporting

If force is utilized to protect an officer, another staff member, or a patron, the Security Officer must immediately call 911 and request both law enforcement and medical responses. A paramedic will provide an opportunity for the Security Officer and the offending person to receive immediate medical treatment and for the paramedic or other medical professional to document any visual injuries to, or medical complaints made by, the offending person.

- A. Security Officers must immediately report any use of force to a member of the Security leadership team (CSO, any Regional Security Supervisor) and complete an

incident report as soon as it is safe to do so.

- B. Security Officers should immediately obtain witness statements from all available patrons and employees in the area.

III. Review

All instances of use of force will be reviewed by PPLD's Use of Force Review Team based on a standard of "objective reasonableness." The Use of Force Review Team will consist of the Chief Security Officer, Chief Librarian, Chief Human Resources and Organizational Development Officer, and Chief Financial Officer. Specifically, PPLD's Use of Force Review Team will review the facts of a case as they were presented to the Security Officer when the decision to use force was made and determine if the actions were "reasonable" given the circumstances and what was known to the Security Officer at the time.

- A. Security Officers will receive training at least annually on PPLD's Use of Force Policy and related legal updates.
- B. This policy will be reviewed annually, and any questions or concerns may be addressed to the Chief Security Officer for clarification.