



Kern County Sheriff's Office

Policies and Procedures

TITLE: Use of Force Reporting System			NO: F-0250
APPROVED: Donny Youngblood, Sheriff-Coroner			
REFERENCE: KCSOPPM D-0200, D-0300, F-0100, F-0200, E-0200, & M-0800			
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PURPOSE

The purpose of this policy is to provide guidelines for the Use of Force Reporting System (U.O.F.R.S.) used to document and track uses of force, vehicle pursuits, and public complaints. The U.O.F.R.S. allows for consistency in the reported information, review of events, and supervisor/management approvals. The information is used to support the Early Intervention System (EIS) process and provide statistics for mandated reporting requirements. EIS can be used to identify trends related to individual or systemic training and overall performance.

DEFINITIONS

U.O.F.R.S.: Axon Standards is the software used by the Sheriff's Office for case management, data collection, *and* documenting uses-of-force (UOF), vehicle pursuits, and public complaints.

Early Intervention: A non-disciplinary, proactive process intended to identify trends and investigate the performance of deputies involved in a disproportionate number of events to meet the needs of the Sheriff's Office's organizational standards. It also aims to help staff grow and maximize their potential.

REPORTABLE INCIDENTS

The U.O.F.R.S. reporting requirements are not intended to replace the requirements of any other reporting policies. Supervisors will continue to follow established notification procedures and shall continue to prepare and route, via the chain of command, all reports required by the Use of Force Policy and Vehicle Pursuit Policy. All U.O.F.R.S. entries shall be appropriately investigated, reviewed, and approved.

Reportable incidents that require entries are defined as follows:

- **Public Complaints:** Personnel complaints (Referred to as "Field Complaint" in the U.O.F.R.S.) taken at the supervisor level. These procedures are outlined in KCSOPPM D-0200
- **Use of Force Incidents:** Any reportable UOF as defined in KCSOPPM F-0100 and KCSOPPM F-0200.

- **Vehicle Pursuits:** Any vehicle pursuit incident as defined in KCSOPPM E-0200.

DIRECTIVE B: USE OF FORCE

Involved Personnel Responsibilities:

- Deputies who use any force category, other than Category 3, as defined in KCSOPPM F-0100, shall ensure the incident has been accurately entered in the U.O.F.R.S.
- For deputies who use force and are unable to enter the incident into the U.O.F.R.S. (e.g., injured on duty), the deputy's supervisor shall ensure that a U.O.F.R.S. entry is completed within 15 calendar days.
- For Category 3 uses of force, the Investigations Division Commander shall ensure that a U.O.F.R.S. entry is completed within 15 calendar days.
- If force is used by multiple deputies during the same incident, only one report is needed for that incident number unless the incident also includes a vehicle pursuit. The deputy responsible for the main case report will be responsible for the U.O.F.R.S. entry.
- The deputy completing the U.O.F.R.S. entry shall verify that all deputies who were involved or witnessed the UOF are entered into the report. This information shall include the type of force used by each deputy, type of resistance, injuries to the subject and deputies, any complaints of injuries, civilian witnesses, and, if body-worn camera (BWC) footage is available.
- The U.O.F.R.S. entries shall be completed and routed to the deputy's supervisor prior to the end of the deputy's shift, unless a supervisor has authorized a delay in the entry, which shall not exceed 15 calendar days.
- The U.O.F.R.S. entries sent back for corrections shall be corrected and resubmitted within one week of the date of rejection.

Supervisory Responsibilities:

- The entry shall be completed by the deputy by the end of their shift unless a supervisor authorizes a delay. A reasonable delay in the entry can be authorized but shall not exceed 15 calendar days.
- Review, approval, and routing of a U.O.F.R.S. entry shall be completed within 15 days of the incident.
- Complete a review of the UOF pursuant to KCSOPPM F-0200.
- If the review identifies an issue that rises to a supervisory corrective action, the reviewing supervisor shall follow the protocol outlined in KCSOPPM D-0200.

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- If the review identifies an issue that rises to a level of disciplinary action greater than a written reprimand, the reviewing supervisor will follow the protocol outlined in KCSOPPM D-0200 and D-0300.
- Route the U.O.F.R.S. entry to the appropriate Lieutenant.
- **Do not document any disciplinary action taken within the UOF entry in the U.O.F.R.S.**

Manager Responsibilities:

- Review, approval, and routing of a U.O.F.R.S. entry shall be completed within 30 days of the incident.
- Complete a review of the UOF pursuant to KCSOPPM F-0200.
- If the review process reveals a training deficiency, follow the protocol outlined in KCSOPPM F-0200 Directive #2 and KCSOPPM M-0800.
- If the review identifies an issue that rises to a supervisory corrective action, the reviewing lieutenant shall follow the protocol outlined in KCSOPPM-D-0200.
- If the review identifies an issue that rises to a level of disciplinary action greater than a written reprimand, the reviewing lieutenant will follow the protocol outlined in KCSOPPM D-0200 and D-0300.
- The determination of whether a use of force is within policy will be reflected on the Supervisor's Review and Managerial Review Sections on the UOF report within the U.O.F.R.S.
- Route the U.O.F.R.S. entry to the "Internal Affairs Review" inbox.
- **Do not document any disciplinary action taken within the UOF entry in the U.O.F.R.S.**

DIRECTIVE C: VEHICLE PURSUITS

Involved Personnel Responsibilities:

- Deputies involved in a vehicle pursuit, as defined in KCSOPPM E-0200, shall ensure the incident has been entered in the U.O.F.R.S.
- *If multiple deputies were involved in the vehicle pursuit, only one U.O.F.R.S. entry is needed unless the incident also includes a use of force, in which case all uses of force shall be entered into the U.O.F.R.S. pursuant to Directive B above. The deputy responsible for the main case report will be responsible for the U.O.F.R.S. entry.*

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- *The U.O.F.R.S. entries shall be completed and routed to the deputy's supervisor prior to the end of the deputy's shift, unless a supervisor has authorized a delay in the entry, which shall not exceed 15 calendar days.*
- The U.O.F.R.S. entries sent back for corrections shall be corrected and resubmitted within one week of the date of rejection.

Supervisory Responsibilities:

- The entry shall be completed by the deputy by the end of their shift unless a supervisor authorizes a delay. A reasonable delay in the entry can be authorized but shall not exceed 15 calendar days.
- Review, approval, and routing of a U.O.F.R.S. entry shall be completed within 15 days of the incident.
- Complete a review of the vehicle pursuit as outlined in Vehicle Pursuit policy KCSOPPM E-0200 Procedure G.
- Ensure the CHP 187 form is printed or otherwise routed to the Records Section.
- If the review identifies an issue that rises to a supervisory corrective action, the reviewing supervisor shall follow the protocol outlined in KCSOPPM D-0200.
- If the review identifies an issue that rises to a level of disciplinary action greater than a written reprimand, the reviewing supervisor will follow the protocol outlined in KCSOPPM D-0200 and D-0300.
- Route the U.O.F.R.S. entry to the Lieutenant responsible for the pursuit, or designee, without making a policy ruling.

Manager Responsibilities:

- Review, approval, and routing of a U.O.F.R.S. entry shall be completed within 15 days of the incident.
- Complete a review of the vehicle pursuit as outlined in Vehicle Pursuit policy KCSOPPM E-0200 Procedure G.
- Route the U.O.F.R.S. entry to the second Lieutenant, or designee, to complete a final review.

Second Manager Responsibilities:

- Review, approval, and routing of a U.O.F.R.S. entry shall be completed within 15 days of the incident.

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- Complete a review of the vehicle pursuit as outlined in Vehicle Pursuit policy KCSOPPM E-0200 Procedure G.
- Route the U.O.F.R.S. entry to the “Internal Affairs Review” inbox.

DIRECTIVE D: PUBLIC COMPLAINTS

Supervisors and managers shall follow the complaint procedures outlined in KCSOPPM D-0200 and KCSOPPM D-0300.

DIRECTIVE E: EARLY INTERVENTION SYSTEM ALERT REVIEWS

The Sheriff’s Office recognizes that the frequency at which an employee uses force can significantly vary by assignment. The EIS review process is a data-driven tool to identify trends in order to meet the needs of the Sheriff’s Office’s organizational standards. It also aims to help staff grow and maximize their potential.

The EIS review process is designed to be preventative rather than punitive, reducing the chances of any adverse outcomes by providing additional review/intervention and training resources. The following intervention and response criteria have been established as EIS protocol:

- Thresholds will be established based on the types of force used. The Internal Affairs Unit establishes the thresholds and will review them quarterly to determine if the thresholds are set at an appropriate level.
- When an employee reaches a threshold, the U.O.F.R.S. generates an alert for the system administrator.
- The system administrator will forward the alert to the affected employee’s Division Commander, or their designee.
- The Commander, or their designee, will be responsible for reviewing, or delegating a review, of all events listed in the alert within 30 days of receiving the information.
- The assigned reviewer is responsible for identifying policy, training, and performance trends during the review process.
- When the review is completed, the Commander, or their designee, will indicate within the U.O.F.R.S. entry the appropriate disposition.
- Should a training or policy issue be identified, author and route a memorandum to the appropriate Section for action (Internal Affairs, Training, etc.) as outlined in KCSOPPM D-0200, D-0300, or M-0800.
- Upon completion, reassign the alert to the system administrator or their designee.

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