

Index as:
Incident Reporting
Reports, Incident

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INCIDENT REPORTING

I. POLICY

- A. The Corrections Division will record and maintain records of all incidents, which results in physical harm, or serious threat of physical harm, to staff, inmates, or other persons. Also, to be recorded are escapes or plans of escape, use of force, use of Safety Cell, Level I, II, and III violations, and other incidents deemed necessary by the Facility Supervisor.
- B. An Incident Reports will include the names of the persons involved, witnesses, a description of the incident, and the date and time of the occurrence.
- C. The staff that witnessed or investigated the incident shall prepare the Incident Report and save it in the shared folder (pending reports). All major incidents; for example, gassings, use of Safety Cell, use of force, assaults, or attempted/actual escape, shall be submitted prior to the end of the shift. All other incident reports must be submitted within 24-hours.
- D. If it is determined that a criminal act occurred, a separate investigation and report will be completed. Any internal investigation will be a separate function as determined by the Corrections Division Commander.
- E. In-custody death reports will be written by the Sheriff's Office Detective Bureau.

II. GENERAL INFORMATION

- A. The primary purpose of the Incident Report form is to report all facts surrounding an incident and to document all relevant actions that occurred or were taken.
- B. The secondary purpose is to document circumstances or conditions which may affect the security or normal operation of the facility.

INCIDENT REPORTING

- C. The Incident Report (located in the computer) will be utilized by the Corrections Division staff and/or those members assigned to the Corrections Division.

III. GENERAL PROCEDURES

- A. When writing an incident report, the reporting employee will need to complete the following sections:
1. Shift: Selected either day or night shift by selecting 0700-1900 or 1900-0700 from the drop-down menu.
 2. Housing Assignment: Select housing assignment from the drop-down menu on the form.
 3. Location of Incident: Select the location of the incident from the drop-down menu.
 4. Rules Violation: Select the level of rules violation or none from the drop-down menu.
 5. Type of Incident: Select the type of incident from the drop-down menu.
 6. Crime Report: Select yes or no from the drop-down menu.
 7. Use of restraints: Select the type of restraints used from the drop down menu or select none.
 8. Use of Force: Select the type of force used from the drop-down menu or select none.
 9. Special Coding: Select Medical, Mental or None from the drop-down menu.
 10. Injuries to: Select Staff, Inmate, Civilian or None from the drop-down menu.
 11. Date and Time of Report: The date and time of the report being written.
 12. Date and Time of Incident: The date and time of the incident.
 13. Description of Incident: A brief synopsis of the incident.

INCIDENT REPORTING

14. Captured on DVR: Select yes or no from the drop-down menu.
 15. Witness List: List any witnesses involved in the incident or who observed the incident.
 16. Inmate Name: List the inmates Last Name, First Name and master ID#.
 17. Narrative: The narrative will set forth all the pertinent facts and details of the incident, in a clear, concise, and logical sequence of events. The sequence will usually be in chronological order; however, clarity and logic may dictate this pattern be altered to best fit the circumstances.
 18. Reporting Employee: List the name and I.D number of Corrections Division personnel reporting the incident and the date the report was written.
- B. A well-written narrative will include answers to the following questions: When, Where, Who, What, How and Why.

IV. ROUTING:

- A. Facility Supervisor will review the Incident Report.
1. The report will be reviewed for neatness, clarity, completeness, and content.
 - a. If the report is accepted, the supervisor will fill in the *Reviewing Supervisor* section.
 - b. If it becomes necessary, the reviewing supervisor will refer the report back to the submitting Corrections Division personnel for corrections, additional information, or follow-up
 - (1) Once corrections or additions have been made and the report is accepted by the supervisor, the supervisor will fill in the *Reviewing Supervisor* section.
- B. The Corrections Lieutenant will review the Incident report.
1. The report will be reviewed for neatness, clarity, completeness, and content.
 - a. If it is accepted, the Corrections Lieutenant will fill in the *Reviewing Lieutenant* section.

INCIDENT REPORTING

- b. If it becomes necessary, the reviewing Lieutenant will refer the report back to the submitting Corrections Division personnel for corrections, additional information, or follow-up.
 - (1) Once corrections or additions have been made and the report is accepted by the Lieutenant, the Lieutenant will fill in the *Reviewing Lieutenant* section.
2. Reports not involving the use or force or use of a safety cell will signed via chain of command and sent back to the person writing the report.
 - a. The original report, after being signed, will go to the shift log. A copy will be forwarded to classification.
 - (1) Other copies being routed may include:
 - (a) Medical or Mental Health;
 - (b) Probation Department;
 - (c) District Attorney;
 - (d) A specific law enforcement agency or officer;
 - (e) An affected Corrections Division personnel or facility;
 - (f) Building Maintenance, etc.
 - b. The completed Incident Report will be saved and maintained in the Corrections Division shared folder of the computer system as well as in the involved inmate's permanent Classification file.
- C. Incident reports involving use of force or use of a safety cell will be forwarded to the Jail Commander for review.
 1. The report is reviewed for neatness, clarity, completeness, and content.
 - a. If it is accepted, the Jail Commander will fill in the *Jail Commander* section.

INCIDENT REPORTING

- b. It may be necessary for the report to be routed back to the approving Facility Supervisor and/or reporting Corrections Division personnel for corrections, additional information, or follow-up.
 - c. Once corrections or additions have been made and the report is accepted by the Jail Commander, the Jail Commander will fill in the *Jail Commander* section.
 - d. The Jail Commander or designee will print out the competed and approved incident report.
 2. The report will be signed via the chain of command back to the person writing the report.
 - a. The original report, after being signed, will go to the shift log. A copy will be forwarded to classification.
 - (1) Other copies being routed may include:
 - (a) Medical or Mental Health;
 - (b) Probation Department;
 - (c) District Attorney;
 - (d) A specific law enforcement agency or officer;
 - (e) An affected Corrections Division personnel or facility;
 - (f) Building Maintenance, etc.
 3. The completed Incident Report will be saved and maintained in the Corrections Division shared folder of the computer system as well as in the involved inmate's permanent Classification file.

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