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| DATE: | NOVEMBER 18, 2019 |
| NUMBER: | F.5 |
| SUBJECT: | INMATE INCIDENT REPORT (JIMS) |
| RELATED SECTIONS: | J.1 , J.2 , J.3 , O.1 , Prison Rape Elimination Act of 2003 |

PURPOSE:

To standardize reporting procedures for a variety of inmate incidents/actions encountered in daily facility operations.

POLICY:

All inmate movements, other than for population management reasons, including applicable inmate actions, shall be documented in the incidents module within the Jail Information Management System (JIMS). Completed incident reports shall be reviewed, approved, forwarded and disseminated as required.

PROCEDURE:

- I. Incident reports shall be completed for reasons including, but not limited to:
 - A. Any change in an inmate's status due to:
 - 1. Medical transfer
 - 2. Housing movement due to inmate request or individual problem
 - 3. Keep separate
 - 4. Administrative segregation
 - 5. Initial protective custody housing placement
 - 6. Loss of inmate worker status
 - 7. Injury
 - 8. Change of classification due to disciplinary action
 - B. An inmate's special housing requirements:
 - 1. Medical isolation
 - 2. Sobering cell
 - 3. Safety cell
 - 4. Need for specialized housing of LGBTQ+ inmates beyond 30 days
 - 5. Enhanced Observation Housing (EOH)
 - 6. Other
 - C. Any unusual inmate behavior to include behavior requiring an assessment by a qualified mental health provider (QMHP).
- II. Incident reports shall be entered into JIMS. Copies of incident reports shall be distributed according to facility policy. Other than for disciplinary actions (violation of inmate rules and regulations), incident reports shall not be given to any inmate.

- III. If discipline is to be imposed on an inmate or housing module, the discipline will be documented in JIMS on an incident report (refer to Detention Policy and Procedure O.1.).