

**DATE:** DECEMBER 17, 2015  
**NUMBER:** F.9  
**SUBJECT:** CRIME REPORTS AND MAJOR INCIDENT DOCUMENTATION  
**RELATED SECTIONS:**

**PURPOSE**

To fulfill legal and departmental requirements for proper crime/incident documentation.

**POLICY**

Whenever a crime or incident occurs, that results in physical harm, or serious threat of physical harm, to an employee, inmate or other person, proper documentation shall be completed in a timely manner.

**PROCEDURE**

Whenever an incident occurs in which a crime/incident report is required, it shall be the responsibility of the on-duty watch commander when the incident occurred, or was discovered, to see that all necessary reports are written and processed as rapidly as possible. All reports shall be completed on the same shift as the incident occurred or was discovered, unless otherwise authorized by a supervisor. In which case, the reports shall be completed as soon as reasonably possible. Supervisors may authorize overtime to complete the reports if it is deemed necessary.

It is the supervisor's responsibility to review all reports for accuracy and completeness. The supervisor shall then approve the report and check all attached documents or property/evidence to see it has been processed properly.

**I. PROCESSING OF REPORTS**

- A. The report writer shall call the Sheriff's Records Division to get a case number. Once the case number has been obtained, the report writer will log into NetRMS and complete the report.
- B. The report writer shall submit the completed incident/crime report to the shift supervisor utilizing NetRMS for approval.
- C. The shift supervisor shall submit the approved report to the Detentions Investigations Unit (DIU) utilizing NetRMS.
- D. If a copy of the report needs to be retained at the module or placed on the briefing board, extra copies may be made and distributed.
- E. If there is evidence to be submitted, the evidence label shall be attached to the packaged evidence.

## II. COMPLETING OF REPORTS

Watch commanders shall ensure the following documents, when applicable, are fully completed immediately after the incident:

- A. Crime reports, arrest reports, and property/evidence documentation. Employee medical injury incident reports shall be submitted verifying any injury to staff personnel as soon as reasonably reliable information is obtained explaining the nature and severity of the injury or illness.
- B. Interdepartmental memorandum (After-action report) describing in detail the sequence of events, known or suspected escape location or method, personnel actions, suspect identification, suspect charge, known criminal history and any other pertinent information that clarifies or adequately describes the incident.
- C. When appropriate, motor vehicle accident reports shall be completed.

## III. EXTRAORDINARY OCCURRENCES

- A. Any extraordinary occurrence such as riots, fires, severe medical injuries or illness to inmate populations or staff, suicides or natural calamity shall be duly noted and explained in sufficient detail to adequately describe the situation.
- B. When appropriate, collateral support services utilized (Homicide, arson, SWAT, communications center, etc.) shall be indicated in the report. These references shall include mention of what functions were requested and provided by these units.
- C. It shall be the watch commander's responsibility to notify the communications center of any incident of such importance that it should be placed on the morning report. These shall include major crimes, escapes and serious unusual incidents.