

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES BUREAU
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
May 1, 2008	BUREAU-WIDE	NORMAL OPERATIONS	F.37
SUBJECT: WATCH COMMANDER'S LOG			PAGE 1 of 3

Purpose:

To establish a Court Services Bureau (CSB) procedure for maintaining courthouse/Prisoner Transportation watch commander's logs.

Policy:

All CSB court facilities and Prisoner Transportation will maintain a daily watch commander's log of significant events.

Procedure:

- I. The purpose of the watch commander's log is to provide a document of significant events that have occurred daily at each CSB courthouse and Prisoner Transportation. Entries that shall be included are as follows:
 - A. Serious illness or injury to any of our personnel that requires immediate medical attention.
 - B. Any loss of life or medical incidents.
 - C. System failure or potential failure, i.e., telephone system, power outage, etc. that significantly reduces our ability to accomplish our mission.
 - D. Citizen or employee complaints against CSB personnel that are regarded as serious. Do not list the employees name in the log.
 - E. Incidents that result in, or could result in, significant media coverage.
 - F. Deputy involved traffic collisions resulting in injury or significant property damage, regardless of fault.
 - G. Any incident involving CSB personnel where their actions or inactions have exposed the Sheriff's Department, Court Services Bureau or County of San Diego to significant liability or criticism.
 - H. Any mobile field force or S.E.D. callout.

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- I. Arrests involving any Sheriff's employees.
- J. Bomb threats.
- K. Any unlisted event that is likely to bring significant criticism to the Sheriff's Department, Court Services Bureau or County of San Diego.
- II. The list above is not all encompassing. Lieutenants should notify the chain of command of any incident that concerns them or that they feel should be brought to the attention of the chain of command.
- III. The Watch Commander's Log will be maintained on the V drive, under CSB. The CSB Command Administrative Secretary will be the administrator. Each facility will have their own file. Sergeants and above will have edit access to the Watch Commander's Log. All sworn and professional staff will have read only access.
- IV. The Watch Commander's Log will be maintained by the facility court/administrative sergeant. At the conclusion of each month, the log entries will be converted to "read only" and transferred to a subfolder for the appropriate year for purposes of archiving.
- V. See Page 3 for Watch Commander Log format.

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COURT SERVICES BUREAU

Facility Name
Watch Commander's Log

May 2008

Monday

May 12, 2008

0800 Briefing. Training by Deputy Smith re:

0830 Briefing. Training by Deputy Smith re:

0915 Inmate Smith, Bkg # complaining of chest pains. Transported to UCSD.
Deputy Jones in ambulance. Detention facility notified.

1240 CAD #S0000000 Smith v Jones, 245 PC in Department 2. Walker
with report.

Busy day.

Tuesday

May 13, 2008
