

PREPARING DETENTIONS REPORTS

JAIL INCIDENTS

TITLE 15

- **Title 15 Guidelines**
- Title 15 is important to report writing, because it can be used as a reference as to the minimal standards set forth by the state of California.
- Title 15 dictates agencies must have policies set in place for report writing and record keeping

POLICY & PROCEDURE

- Section 6.71 Crime Case Reports – A Crime/Incident Report shall be completed for the following Uniform Crime Report part-one, part-two crimes, and listed incidents:

Part 1 Crimes:

- Homicide, Rape, Robbery, Assault, Felony and Misdemeanor, Burglary, Larceny/Theft, Felony and Misdemeanor, Auto Theft, Arson

Part 2 Crimes:

- All other reported felony and misdemeanor crimes

Incidents (non crimes)

- Domestic Violence incidents, Lost/Found Property. Death Investigations, Suicides
- Attempt Suicides, Deputy caused property damage during the course of his/her duties

Arrest Reports

Courtesy Reports for other agencies or Sheriff's stations

Deputy's Reports – for miscellaneous incident or supplemental information

PENAL CODE


- Penal Code, Welfare and Institutions Code, Health and Safety Code, etc.
- See website for penal codes sections applicable to jail crimes and state of California crimes.
- <https://leginfo.legislature.ca.gov/faces/codes.xhtml>

AGENCY SPECIFIC FORMS

- J-72- Segregated Housing Order Form
- J-72B- Disciplinary Hearing Rights Waiver
- Inmate Rights
- J-19A- Inmate Observation Log

SEGREGATED HOUSING ORDER

- ⦿ Lists Facility
- ⦿ Inmate name
- ⦿ Housing unit
- ⦿ Inmate's classification code
- ⦿ Booking number
- ⦿ Associated incident number
- ⦿ Deputy and ARJIS requesting segregation



**San Diego County
SHERIFF'S DEPARTMENT**

SEGREGATED HOUSING ORDER

SDCJ
 GBDF
 FAC8
 EMRF
 LCDRF
 SBDF
 VDF

INMATE NAME: _____	CLASS CODE: _____	BOOKING #: _____
HOUSING UNIT: _____	INCIDENT #: _____	
DEPUTY NAME: _____	ARJIS: _____	

SEGREGATED HOUSING IS ORDERED AS SPECIFIED BECAUSE THE ABOVE INMATE:

ADMINISTRATIVE SEGREGATION

- Pending a hearing or investigation for a rule violation or criminal act.
- Continual failure to adjust and conform to minimum standards.
- Propensity for violence towards other inmates and/or staff.
- Has paroled from or is anticipated to be housed in a restrictive housing environment.
- High profile case or extreme act of violence which jeopardizes public safety.
- Demonstrated influence over other inmates.
- Suspected juvenile.
- Sentenced to death.
- Other reason as described per the JPMU Training Manual or JPMU Unit Directives.

PROTECTIVE CUSTODY

- Developmentally disabled, and requires segregation for the inmate's own safety (e.g., RCC).
- By virtue of his/her small size, advanced age, gender nonconformance or other risk factors and characteristics, may be in danger of abuse from inmates in general population.
- Nature of charges places the inmate's safety in jeopardy.
- Material witness in a high profile case or employment as law enforcement (past or current).
- Held on a civil commit order (Sexually Violent Predator).
- Has paroled from or is anticipated to be housed in a Protective Custody Environment.
- Segregated at request of inmate.

APPROVED BY: _____	ARJIS: _____	DATE: _____	TIME: _____
INMATE'S COPY DELIVERED BY: _____	ARJIS: _____	DATE: _____	TIME: _____

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Inmate Observation Log

Any inmate placed into a Safety Cell, Sobering Cell, or Pro-Strait Chair, will have their safety checks documented on an observation log.



**San Diego County
SHERIFF'S DEPARTMENT**

INMATE OBSERVATION LOG

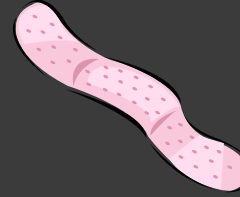
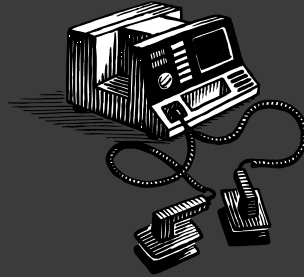
SDCJ GBDF EMRF LCDRF SBDF VDF FAC 8

NAME:		BKG #:		DOB:		CELL #:	
DATE OF PLACEMENT:				TIME:			
CHECKED BY		OBSERVATIONS		CHECKED BY		OBSERVATIONS	
DATE	TIME	<input type="checkbox"/> Breathing Obs. <input type="checkbox"/> Asleep <input type="checkbox"/> Awake <input type="checkbox"/> Lying down <input type="checkbox"/> Sitting <input type="checkbox"/> Standing <input type="checkbox"/> L/S <input type="checkbox"/> R/S <input type="checkbox"/> Back <input type="checkbox"/> Stomach <input type="checkbox"/> Quiet <input type="checkbox"/> Talking <input type="checkbox"/> Meal Given <input type="checkbox"/> Other Obs.	DATE	TIME	<input type="checkbox"/> Breathing Obs. <input type="checkbox"/> Asleep <input type="checkbox"/> Awake <input type="checkbox"/> Lying down <input type="checkbox"/> Sitting <input type="checkbox"/> Standing <input type="checkbox"/> L/S <input type="checkbox"/> R/S <input type="checkbox"/> Back <input type="checkbox"/> Stomach <input type="checkbox"/> Quiet <input type="checkbox"/> Talking <input type="checkbox"/> Meal Given <input type="checkbox"/> Other Obs.	*****Water Offered***** <input type="checkbox"/> Yes <input type="checkbox"/> Refused <input type="checkbox"/> Given <input type="checkbox"/> No Reason:	
<input type="checkbox"/> W/C <input type="checkbox"/> DEPUTY	<input type="checkbox"/> SERGEANT <input type="checkbox"/> NURSE	ARJIS #: <input type="checkbox"/> Continue Retention	<input type="checkbox"/> W/C <input type="checkbox"/> DEPUTY	<input type="checkbox"/> SERGEANT <input type="checkbox"/> NURSE	ARJIS #: <input type="checkbox"/> Continue Retention	<input type="checkbox"/> Yes <input type="checkbox"/> Refused <input type="checkbox"/> Given <input type="checkbox"/> No Reason:	

PURPOSE

- TO STANDARDIZE REPORTING PROCEDURES FOR A VARIETY OF INMATE ACTIONS ENCOUNTERED IN DAILY FACILITY OPERATIONS.
- INCIDENT REPORTS HAVE TWO HEADERS ONLY
 - ORIGIN
 - Date, time, where you were working and how you became aware of the incident.
 - DEPUTY'S OBSERVATIONS AND ACTIONS
 - Explain the incident with as much detail as you are able to provide.

MEDICAL TRANSFERS



Origin:

On 01/01/2019, I was working as the Clinic Deputy at George Bailey Detention Facility when I housed Inmate James Smith BN 19788628 in medical observation.

Deputy's Observations and Actions:

On 01/01/2019, Medical Doctor Miller (1234) evaluated Smith and determined Smith had a medical condition requiring observation. I moved Smith to Medical Observation Cell 101 with all of his module property.

HOUSING MOVEMENT



ORIGIN:

On 08/07/19 at approximately 2200 hours, I was working as a House 1 Floor Deputy at the George Bailey Detention Facility (GBDF) when Inmate Jaspreet Padda (BN 19723629) requested to be removed from C Module.

DEPUTY'S OBSERVATIONS AND ACTIONS:

While conducting a safety check in House 1C, inmate Jaspreet Padda approached me and said he feared for his safety. I escorted Padda out of the module and asked Padda to explain. Padda said other inmates wanted to beat him up for being a Security Guard and he couldn't deal with jail politics. He said he would get hurt if he went back into C module. Padda said he was willing to be housed in cell housing. To prevent any possible altercations, I moved Padda to House 3 Module B Cell 124 with all of his property.

ORIGIN:

On 08/07/2019, I was assigned as the [REDACTED] Floor Deputy at George Bailey Detention Facility (GBDF), at approximately 2200 hours, the Control Deputy observed inmate [REDACTED] sitting by the [REDACTED] Module gate on his mat.

DEPTUY'S OBSERVATIONS AND ACTIONS:

I contacted [REDACTED] at the module gate and escorted him to the house medical holding cell. I asked [REDACTED] why he was attempting to leave the module. [REDACTED] said, "I was told to leave. I was in [REDACTED] not to long ago and I got in trouble for taking my cellmate's peanut butter. I apologized and gave him my peanut butter the next day, but they (the other inmates) held it against me and wanted me out."

Deputy [REDACTED] asked [REDACTED] if he had issues in any other houses. [REDACTED] said, "You know I'm pretty sure I should just go P/C (Protective Custody). I don't do the race stuff. I refuse to politic and I keep getting into issues everywhere."

Due to the nature of [REDACTED] statements, he has been moved to [REDACTED] [REDACTED] with all of his property pending P/C debrief.

Sobering Cell placement:

Staff will place an inmate in a Sobering Cell when the inmate is so intoxicated (e.g. under the influence of drugs or alcohol) the inmate is a threat to their own safety or the safety of others and require a protective environment.

ORIGIN:

On 8/1/19, at approximately 1114 hours, I was assigned to work as the Female Intake Deputy at the Vista Detention Facility (VDF) when I placed Inmate [REDACTED] into a Sobering Cell.

DEPUTY'S OBSERVATIONS AND ACTIONS:

At approximately 1100 hours, a SDSO deputy booked [REDACTED] for **11377 (a) HS possession of a controlled substance, 11364 HS possession of paraphernalia, 11150 (a) HS under the influence, 148 (a) (1) resisting arrest, 135 PC destroying evidence**. While waiting outside the sally port [REDACTED] was **unable to stand on her own**. [REDACTED] was yelling and being uncooperative with the deputy. **The deputy had to help [REDACTED] walk into the sally port**. While speaking to [REDACTED] I noticed she had **slurred speech, red watery eyes, and the smell of alcohol on her person**. She could not stand still, and yelled incoherent statements. I conducted a pat down search of [REDACTED] person for drugs weapons or contraband. I found nothing.

[REDACTED] and I escorted [REDACTED] into Sobering Cell #1 and I removed the handcuffs. We placed [REDACTED] at 1115 hours, and we did not use force. [REDACTED] [REDACTED] was present during the placement.

Due to [REDACTED] state of intoxication she will remain in the sobering cell until she is able to complete the booking process. [REDACTED] will be afforded the opportunity to use the free phone when she is cleared from the sobering cell.

SAFETY CELL PLACEMENTS



Staff will place someone in a Safety Cell when the inmate has been assessed for housing in the Inmate Safety Program and need temporary placement in a Safety Cell because they are actively harming themselves or actively assaultive.

Enhanced Observation Housing (EOH)

When an inmate has an increased risk of suicide, but does not require a safety cell, they are temporarily housed in EOH for closer observation and assessment.

EOH can be single cells, a multiple occupancy module, or medical isolation.

DISCIPLINARY TRANSFERS

“Keep Separate”

RULE VIOLATION REPORTS

- Documents a violation of inmate rules and regulations
 - Detentions P & P section O.3
- **ORIGIN:**
 - Date, work assignment, time, how you got involved.
- **DEPUTY'S OBSERVATIONS AND ACTIONS:**
 - Statement of violations and any relevant observations
 - List violations by number and description
 - Example: 101-Disobeying staff instructions
 - Copy and Paste “Inmate Rights”
 - We give the inmates a copy of the report, so be cautious of what you include (victim's name, etc.)

Inmate Rights after Rule Violation Report

INMATE RIGHTS:

As an inmate charged with a violation of San Diego County Detention Facility Services rules and regulations referred to the Disciplinary Hearing Officer for disposition, you have the following rights:

1. The right to have a written copy of the charge(s) against you at least 24 hours prior to appearing before the Disciplinary Hearing Officer.
2. If you are illiterate or unable to represent yourself, you have the right to have a full-time member of the staff who is reasonably available to represent you before the Disciplinary Hearing Officer.
3. The right to call witnesses (or present written statements of unavailable witnesses) and to present documentary evidence on your behalf, provided institutional safety would not be jeopardized.
4. The right to present a statement or to remain silent. Your silence may be used to draw an adverse inference against you. However, your silence alone may not be used to support a finding that you committed a prohibited act.
5. The right to be advised of the Disciplinary Hearing Officer's decision and the fact supporting the decision in writing.
6. The right to appeal the decision of the Disciplinary Hearing Officer by means of the Grievance procedure within 10 calendar days once notified of disposition.
7. I also have the right to an immediate hearing before the Disciplinary Hearing.

RECORD KEEPING

- ① SAFETY CHECKS
- ① RESTRAINT DEVICE CHECKS
- ① SUICIDE WATCH
- ① COURT LIST