

DETENTIONS REPORTS

OVERVIEW

- Fact based documentation
- Observation
 - Five senses
- Chronological Order
- First person
- Past tense

TYPES OF REPORTS

- Inmate Status Report
- Rule Violation Report
- Crime/Major Incident/Arrest Report
- Deputy's Report
- Use of Force

INMATE STATUS REPORT

- Any change to an inmate's status
 - Housing
 - Physical or mental state
 - Injury/illness
 - Medical or psychiatric emergency
 - Protective custody/Administrative segregation
 - Keep separate
- "In house" report

RULE VIOLATION REPORT

- Inmate Rules/Regulations listed in Detentions P&P 0.3
- Level of proof: “substantial evidence”
- The **ONLY** report you will give an inmate

CRIME/INCIDENT/ARREST

- **Strict formatting**
 - Law violations
 - Major/other incidents
 - Suicide attempt
 - In custody death
 - Found property/narcotics
- **Level of proof: “probable cause”**
 - Conviction is “beyond a reasonable doubt”
- **Generally assigned to DIU for follow-up**
- **May end up in judicial system**
- **Serves as your memory when testifying**

USE OF FORCE

- Force used, no criminal charges
- Specific, unique format
- Reviewed up to the level of Facility Commander (Captain)
 - Then reviewed by Office of the Sheriff for compliance
 - Among the most scrutinized reports you will ever write

DEPUTY'S REPORT

- Supplemental report
- Assistance with an investigation
 - Collected evidence, statement, etc.
- Additional deputy in a use of force incident
 - Witnessed force resulting in GBI

REPORT WRITING LANGUAGE

- **Avoid excessive use of pronouns:**
 - “He struck him with it prior to using it on her.”
 - Instead: “Smith struck Jones with the club prior to using it on Deputy Garcia.”
- **Avoid “Passive” voice:**
 - “The weapon was found by Deputy Garcia.”
 - Instead: “Deputy Garcia found the weapon.”
- **Use plain English: no radio codes or penal code sections**

REPORT WRITING LANGUAGE

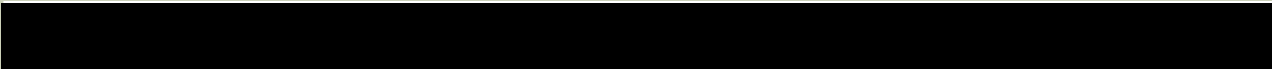
- Law enforcement/job specific jargon: LEAVE IT OUT if possible
 - “chow”, “perp”, “lockdown”
 - If not possible, define it/clarify
- Necessary jargon
 - Define it for Aunt Sally
 - “Pruno” (a jail made alcoholic beverage consisting of fermented fruit), “shank” (a jail made stabbing or slashing weapon)



REPORT WRITING LANGUAGE

- Write out a location in its entirety the first time you mention it
- George Bailey Detention Facility (GBDF), University of California San Diego Medical Center (UCSD) etc.
- Reference an inmate as “inmate Jones” the first time only
 - Use only their last name after that
 - Label sworn or professional staff as their titles throughout
 - Spell it out first time, abbreviate afterwards
 - Deputy Smith-Dep. Smith, Lieutenant Jones-Lt. Jones

REPORT WRITING LANGUAGE

- List an inmate's booking number the first time you mention him/her
 - 
- List a staff member's ARJIS number after their name the first time you mention them
 - Deputy Smith #1234

REPORT WRITING LANGUAGE

- Use the same date format throughout, whichever format you use
- Be specific about observed behaviors
 - Don't just say an inmate was “combative” or “resisted”, describe what he/she was doing
- Semicolons: ; if you don't know how to use them, don't use them
- Avoid useless transition words (then, next, proceeded)

GROUP EXERCISE

- Break into groups
- 1 person in the group will type
- 1 person will present
- 10 minutes to prepare