

# Crime/Incident/Arrest Reports

## Topic #57



# POLICY

- Detention Policy & Procedure F.9

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

# PROCEDURE

- **Watch Commander** – Responsible to see that all necessary reports are written and processed as rapidly as possible.
- **Completion of Reports** – 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 report shall be completed as soon as reasonably possible).

# PROCESSING OF REPORTS

- **The report writer shall:**
  - **Call Sheriff's Records to get a case number**
  - **Log into NicheRMS and complete the crime/incident report**
  - **Submit the completed report to the shift supervisor utilizing NicheRMS for approval**

# PROCESSING OF REPORTS

- If there is evidence to be submitted, the report writer shall add it under the Involved Property tab.
- The shift supervisor shall approve the report and submit the approved report to the Detention Investigations Unit.

# DETENTIONS SAFETY PROGRAM (DSP) REPORTING

## ***ALL DSP ASSESSMENTS REQUIRE A JIMS INCIDENT REPORT***

- The JIMS incident report will articulate the reason a DSP assessment was requested/conducted and the subsequent outcome
  - No DSP placement needed.
  - DSP placement (Safety Cell or EOH).

# SELF-HARM (or ATTEMPT) REPORTING

***All incidents of actual (or attempt) self-harm or attempt suicide shall be reported by sworn staff in NicheRMS***

All initial reports will use the incident type, “***Jail Incident – Self Harm.***”

Once approved, a Chief Mental Health Clinician (CMHC) will review the case report, available video footage, and the incarcerated person’s health record.

If after review, the incident is deemed to be a suicide attempt, incident type changed to “***Jail Incident - Suicide Attempt***”

# EXTRAORDINARY EVENTS

- Any extraordinary occurrence such as riots, fires, severe medical injuries or illness (staff or incarcerated persons), suicides or natural calamity shall be duly documented and sufficiently detailed in a report to adequately describe the situation.
- Any collateral support services (i.e., homicide, arson, SWAT, communications center, etc.) shall be indicated in the report. References shall include what functions were requested and provided by these units.
- The watch commander shall notify the communications center of any incident of such importance that it should be placed on the morning report.



# TYPES OF REPORTS

- **Crime/Incident Reports**
- **Arrest Reports**
- **Employee Medical Injury Incident Reports**
- **After Action Reports**
- **Rule Violation Reports (RVR's)**
- **Incarcerated Person Status Reports**

# INCARCERATED PERSON STATUS REPORTS

- Medical Transfer/Medical Isolation
- Housing movement due to request or individual problem
- Keep Separate
- Administrative Separation
- Protective Custody
- Loss of Incarcerated Worker Status
- Injury/Medical Response
- Change of Classification (due to disciplinary action)
- Detentions Safety Program (assessment or placement)
- Sobering Cell
- Need for specialized housing of LGBTQ+ incarcerated persons beyond 30 days
- Any other unusual incarcerated person behavior

# REPORT WRITING BASICS

- **Factual** – the report should be an *objective* accounting of the relevant facts related to the event or incident. Any conclusions made by the deputy must be based on *objective facts*. These facts must be articulated and documented within the body of the report.

# REPORT WRITING BASICS

- **Accurate** – there must be *no inconsistencies or discrepancies* between what took place and what is documented in the report. Accuracy is achieved by carefully, precisely, impartially and honestly recording all relevant information.

# REPORT WRITING BASICS

- **Clear** – the report must speak for the deputy at a time when that deputy is not present. There should be no doubt or confusion on what the deputy is reporting.

# REPORT WRITING BASICS

- **Concise** – the report must be straightforward and to the point. Do not embellish or add filler to the narrative of the report. The report should not be filled with unnecessary jargon or opinions.

# REPORT WRITING BASICS

- **Timely** – No decisions can be made, or action taken if the report does not reach the users in a timely fashion. Evidence can be lost, and suspects or witnesses may disappear.

# REPORT WRITING BASICS

- **Complete** – the report must contain all the relevant information and facts the user of the report will need. If the user needs to contact the writer to gather additional information, the report is not complete.



# REPORT WRITING BASICS

Every event or incident is different. Reports should contain *original thought and accuracy*.

Deputies should avoid copying and pasting other narratives into their reports. The use of “boiler plate” reports can lead to complacency and poor report writing habits.

The background features a large, faint watermark of the Sheriff's Office Seal of Contra Costa County. The seal is circular and contains the text "SHERIFF" at the top and "CONTRA COSTA COUNTY" at the bottom. In the center, it depicts a Native American figure holding a spear, with a sun, mountains, and ships in the background. The word "EUREKA" is written in a smaller arc above the figure. The seal is surrounded by decorative floral patterns.

# Questions?

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**DETENTION TRAINING UNIT**