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Sheriff

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SHERIFF

Detention Services Bureau, Detention In-Service Training Unit
GC 7922.000 - Work Phone

LINE-UP TRAINING

NicheRMS Crime/Incident/Arrest Reports

Topic # 57

After discussing/reviewing the below training material in line-up (briefing), sworn staff shall sign off as completed in LMS. In the event a staff member is not present when this topic is discussed in line-up, they shall independently read, review, and complete the training.

Completion of this line-up training topic includes reviewing the associated standardized PowerPoint presentation available on the DTU SharePoint site ([#57 Standard Presentation](#)).

By clicking "Yes" to "Have you completed this activity?" in LMS, you are attesting that you have viewed, read, and completed the training activity.

I. PURPOSE

The purpose of this training is to fulfill legal and departmental requirements for crime/incident/arrest documentation.

II. POLICY

Whenever 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.

This training is conducted in adherence to [SDSO P&P section 6.71 Crime Case Reports](#), [DSB P&P Section F.9 - Crime Reports and Major Incident Documentation](#), and [DSB P&P Section J.5 – Suicide Prevention Practices for Incarcerated Persons and Detentions Safety Program](#).

III. DISCUSSION

Staff shall review and discuss the following topics and procedures related to crime/incident/arrest reporting as described in [DSB P&P section F.9 - Crime Reports and Major Incident Documentation](#) and [DSB P&P Section J.5 – Suicide Prevention Practices for Incarcerated Persons and Detentions Safety Program](#).

A. Procedures

1. Watch commander responsibilities to ensure report completion.
2. Time parameters to complete reports
3. Authorization of overtime for report completion



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4. Supervisor review/approval of reports, video footage, and evidence for accuracy and completeness
- B. Processing of Reports
1. Obtaining a case number
 2. NicheRMS usage
 - a. Crime reports
 - b. Arrest reports
 - c. Misc. Incidents
 3. Submitting evidence
 4. Submitting reports in NicheRMS for approval
 5. Supervisor approval
 6. Submitting reports to Detention Investigation Unit (DIU)
- C. Detentions Safety Program (DSP) Reporting Procedures
1. DSP assessment documentation
 - a. Documented in a JIMS incident report.
 - b. Articulate reason(s) a DSP assessment was requested.
 - c. Articulate subsequent outcome.
 2. Incidents of actual (or attempt) self-harm or attempt suicide
 - a. Documented in a NicheRMS Report
 - b. All initial reports will use NicheRMS incident type *"Jail Incident – Self Harm."*
 - c. Once approved, the case report, all available video footage, and the incarcerated person's health record will be reviewed by a Chief Mental Health Clinician
 - d. If after review, the CMHC determines the incident to be a suicide attempt, the reporting deputy will be notified to change the incident type to *"Jail Incident - Suicide Attempt."*
- D. Completion of Reports
- The watch commander shall ensure the following documents, when applicable, are fully completed immediately after the incident:
1. Crime reports, arrest reports, and property/evidence documentation
 2. Employee medical injury incident reports
 3. Interdepartmental memorandum (After Action Report)
- E. Extraordinary Occurrences
1. Any extraordinary occurrences such as riots, fires, severe medical injuries, or illness to incarcerated person populations or staff, suicides or natural calamity shall be noted and explained in sufficient detail to adequately describe the situation.
 2. When appropriate, collateral support services utilized (Homicide, Arson, SWAT, Communications Center, etc.) shall be indicated in the report.



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3. 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.