LINE-UP TRAINING

NetRMS 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).
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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, inmate or other person, proper documentation shall be completed in a timely manner.

   This training is conducted in adherence to Department 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 – Inmate Suicide Prevention Practices & Inmate 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 – Inmate Suicide Prevention Practices & Inmate Safety Program.

A.   GENERAL PROCEDURES

1.   Watch commander responsibilities to ensure report completion
2.   Time parameters to complete reports
3.   Authorization of overtime for report completion
4.   Supervisor review/approval of reports, video footage, and evidence for accuracy and completeness

B.   PROCESSING OF REPORTS

1.   Obtaining a case number
2.   NetRMS usage
     a.   Crime reports
     b.   Arrest reports
     c.   Misc. Incidents
3.   Submitting evidence
4.   Submitting reports in NetRMS for approval
5.   Supervisor approval
6.   Submitting reports to Detention Investigation Unit (DIU)

C.   INMATE SAFETY PROGRAM (ISP) REPORTING PROCEDURES

1.   ISP assessment documentation
     a.   Documentation in a JIMS incident report
     b.   Articulate reason(s) an ISP assessment was requested
     c.   Articulate subsequent outcome
2.   Incidents of actual (or attempt) self-harm or attempt suicide
     a.   Documented in NetRMS by sworn staff
     b.   All initial reports will use NetRMS offense code *"981155 – ZZ – Self-Harm Incident (Jails Only)"*
     c.   Once approved, the case report, all available video footage, and the inmate's health record 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 offense code to *"93000 – ZZ – Suicide Attempt."*

D.   COMPLETION OF REPORTS

The watch commanders shall ensure the following documents, when applicable, are fully completed immediately after the incident:

1.   Crime reports, arrest reports, property/evidence documentation, collection and preservation.
2.   Employee medical injury incident reports
3.   Interdepartmental memorandum (After Action Report)
4.   When appropriate, motor vehicle accident reports shall be completed.

E.   EXTRAORDINARY OCCURRENCES

1.   Any extraordinary occurrence such as riots, fires, severe medical injuries or illness to inmate populations or staff, suicides or natural calamity shall be duly 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.
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.
4.   These shall include major crimes, escapes and serious unusual incidents.

NETRMS Self-Harm Incident Reporting and Review

In November of 2018, a formal review process for inmate self-harm and suicide attempt incidents was established. The review process requires a Detention Services Bureau (DSB) Chief Mental Health Clinician (CMHC) review sworn staff documentation of all suicide attempt reports. The CMHC compares sworn staff reports with medical records and clinical notes, to make a clinical determination as to whether the incident was an suicide attempt or self-harm incident. In the past year, the majority of reported suicide attempt reports were deemed self-harm incidents by the CMHCs. This process has resulted in a large majority of the reports to be changed to miscellaneous incidents in NETRMS.

To streamline this review process, the following changes are being implemented:

Beginning January 17, 2020 all inmate incidents that appear to be actual (or attempt) self-harm or suicide attempt (as defined below) that occur within a detention facility will be documented in a NETRMS incident utilizing the offense code ***"981155 – ZZ – Self-Harm Incident (Jails Only)."*** This new offense code is intended to document and track ***ALL*** incidents of self-harm and to reduce the amount of NETRMS changes that have been occurring with the original protocols put in place in 2018.

Sworn staff will continue to document details in the NETRMS reports such as the inmate's observed behavior leading up to the incident, review and inclusion of available video footage (before, during, and after the incident), and any statements made by the inmate or witnesses.

The following definitions are listed for clarification:

Self-Harm – *The act of deliberately causing destruction and/or damage to one's body.*

Suicide Attempt - *A non-fatal, self-directed, potentially injurious behavior with intent to die as a result of the behavior; might not result in injury. This includes behavior that would likely have resulted in death or serious injury had staff not intervened.*

All incidents reported in NETRMS with the offense code ***"981155 – ZZ – Self-Harm Incident (Jails Only***) will be reviewed by one of the DSB CMHCs, ███████████████████████████████
The CMHC will review the incident and ultimately determine if the incident is to be categorized as a ***"981155 – ZZ – Self-Harm Incident (Jails Only)"*** or a ***"93000 – ZZ – Suicide Attempt."***

This Training Bulletin was prepared by the Medical Services Division. If you have expertise in a particular subject and would like to write a training bulletin, please contact the Detention In Service Training unit at ███████████████████████

INSTRUCTIONS FOR SUPERVISORS

The current case work flow procedures for supervisors are as follows:
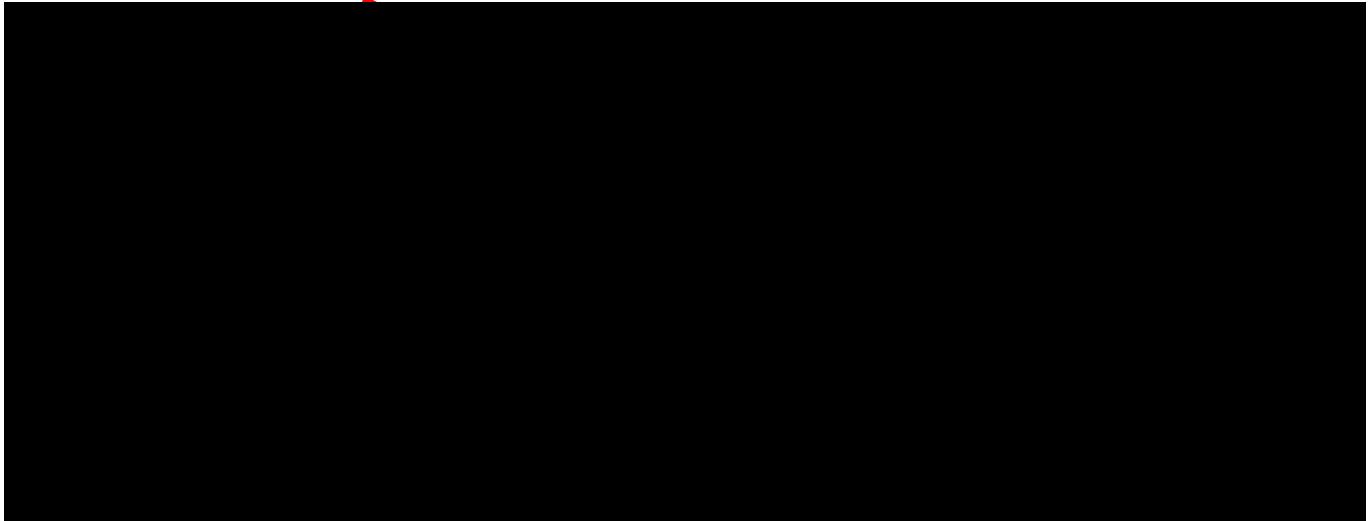(Reference NETRMS HELP topic *Case Workflow Procedures*)
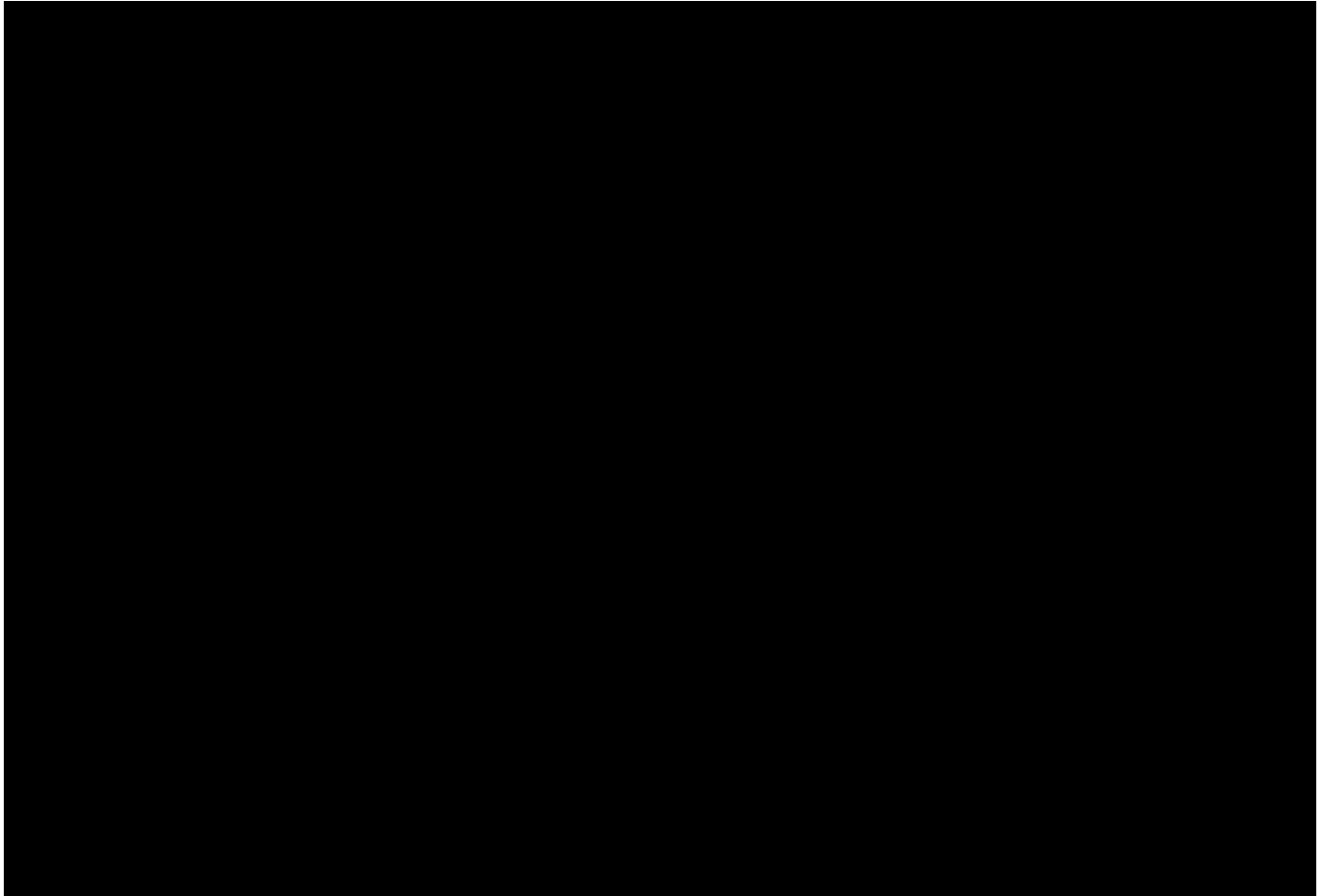
When approving **"981155 – ZZ – Self-Harm Incident (Jails Only),"** the procedures are as follows:

1. Click on *"Edit Case Assignment"* and select *"Add Case Assignment"* from the drop-down list in the *"Action to Perform"*

2. From the drop-down menu *"New Officer to Assign"* select the designated CMHC (either Melissa Quiroz #5112 or Peter Fischetti #7400 depending on facility, refer to facility assignment list at the end of the training bulletin).

3. Use **SHIFT** +**?** to populate the current date/time in the *"Date Assigned"* field. From the drop-down menu *"Case Assignment Type"* select *"PTSF – Professional Staff."* Once completed click *"Finish."*
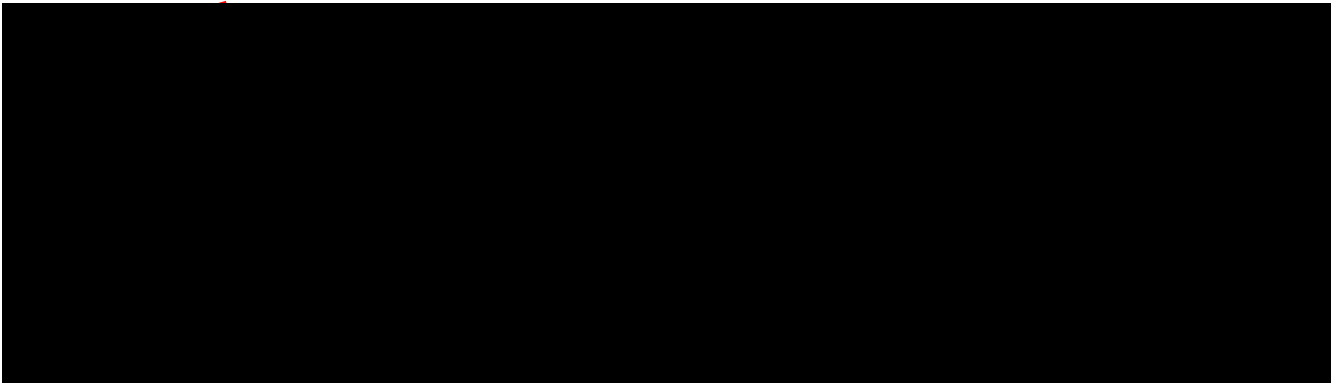
4. Click on *"Cancel"* to close out of the Change Case Assignment Wizard.

Once the assigned CMHC has reviewed the incident, they will notate in the *"Case Details"* under *"Reviewer"* their determination.

If after review, the CMHC determines the incident is to remain as a *"981155 – ZZ – Self-Harm Incident (Jails Only),"* no further action is required.

If after review, the CMHC determines the incident meets the criteria for a suicide attempt, the CMHC will notify the reporting deputy, approving supervisor, █████████████████████ via e-mail that the offense code is to be changed to *"93000 – ZZ – Suicide Attempt/"*

The approving supervisor will ensure the offense code is changed and the report is re-approved.

Facility Assignments for each CMHC are as follows:

████████████████ – GBDF, Facility 8, EMRF, LCDRF, and SBDF

████████████ – SDCJ and VDF

Crime/Incident/Arrest Reports

Detention In-Service Training Unit

POLICY

▪ Detention Policy & Procedure F.9

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

PROCEDURE

- *Watch Commander on duty -* is responsible to see that all necessary reports are written 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 NetRMS and complete the crime/incident report.

  ➤ Submit the completed report to the shift supervisor utilizing NetRMS for approval.

PROCESSING OF REPORTS

- If there is evidence to be submitted, the report writer shall attach the evidence sheet and barcode with the evidence.

- The shift supervisor shall approve the report and submit the approved report to the Detention Investigations Unit.

INMATE SAFETY PROGRAM (ISP) REPORTING

ALL ISP ASSESSMENTS REQUIRE A JIMS INCIDENT REPORT

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

SELF-HARM (or ATTEMPT) REPORTING
<mark>EFFECTIVE Jan. 17, 2020</mark>
All incidents of actual (or attempt) self-harm or attempt suicide shall be reported by sworn staff in NetRMS

- All initial reports will use offense code *"981155 – ZZ – Self-Harm Incident (Jails Only)"*

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

- If after review, the incident is deemed to be a suicide attempt, offense code changed to *"93000 – ZZ – Suicide Attempt"*

EXTRAORDINARY EVENTS

- Any extraordinary occurrence such as riots, fires, severe medical injuries or illness (staff or inmates), suicides or natural calamity shall be duly documented and sufficiently detailed in a report to adequately describe the situation.

- Any collateral support services (Homicide, Arson, SED, Communications Center, etc.) shall be indicated in the report. References shall include what functions were requested and provided by these units.

EXTRAORDINARY EVENTS

- The Watch Commander shall notify the communications center of any major crimes, escapes and serious unusual incidents that 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)

- Inmate Status Reports (ISR's)

INMATE STATUS REPORTS (ISR'S)

- Medical Transfer
- Disciplinary Transfer
- Keep Separate
- Administrative Separation
- Loss of Inmate Worker Status
- Injury/Medical Response
- Change of Classification due to Disciplinary Action
- Inmate Safety Program (assessment or placement)
- Sobering Cell
- Any other unusual inmate 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 has 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.