



William D. Gore
Sheriff

Detention Services Bureau, In-Service Training Unit
Telephone: [REDACTED]

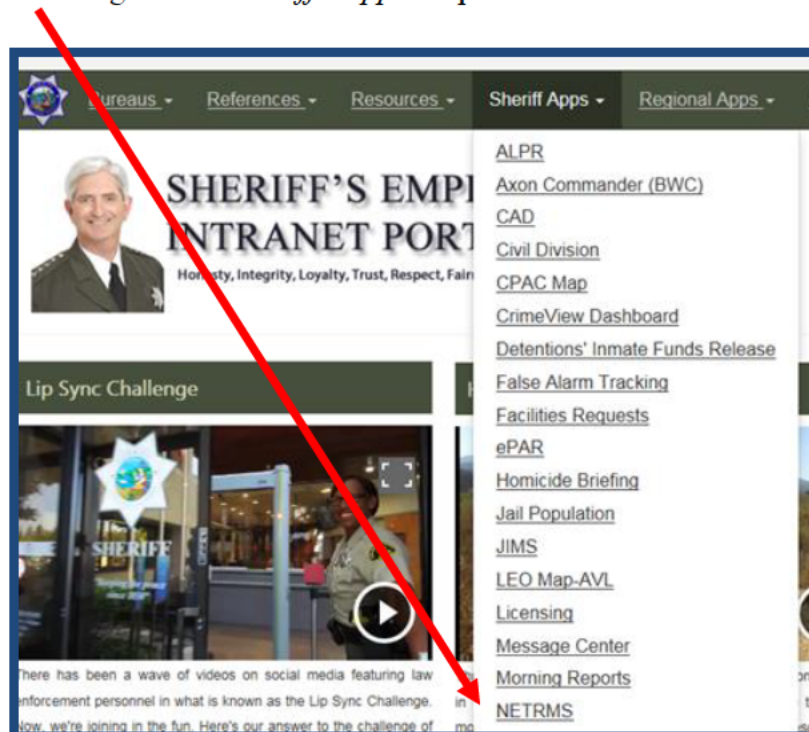
NETRMS Self Harm Incident Review Instructions For Chief Mental Health Clinicians

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.

All incidents reported in NETRMS with the offense code "981155 – ZZ – Self-Harm Incident (Jails Only)" will be reviewed by one of the Detention Services Bureau Chief Mental Health Clinicians (CMHC) [REDACTED] or [REDACTED]. The CMHC will review the incident and ultimately determine if the incident is a "981155 – ZZ – Self-Harm Incident (Jails Only)" or a "93000 – ZZ – Suicide Attempt."

Following are instructions for the CMHCs of the NETRMS review process:

- 1. To login into NETRMS go to the Sheriff's Apps drop-down and select NETRMS.

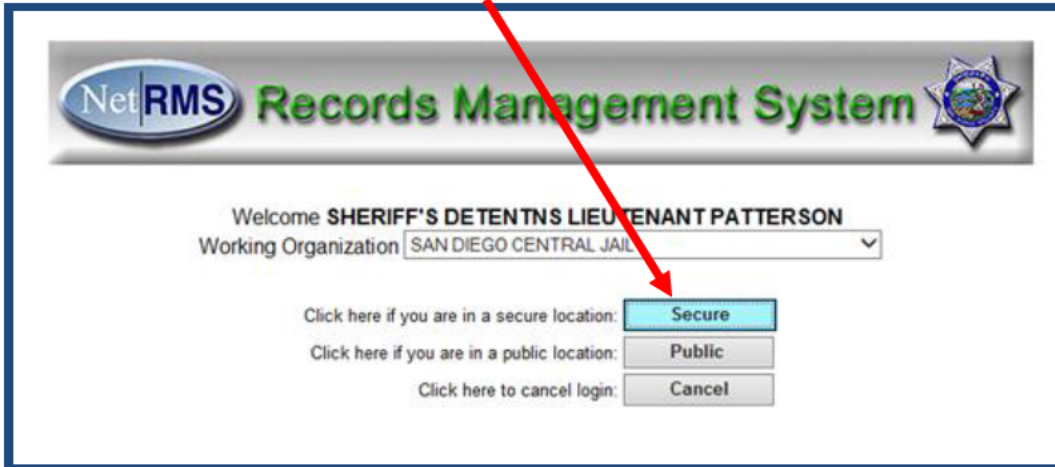


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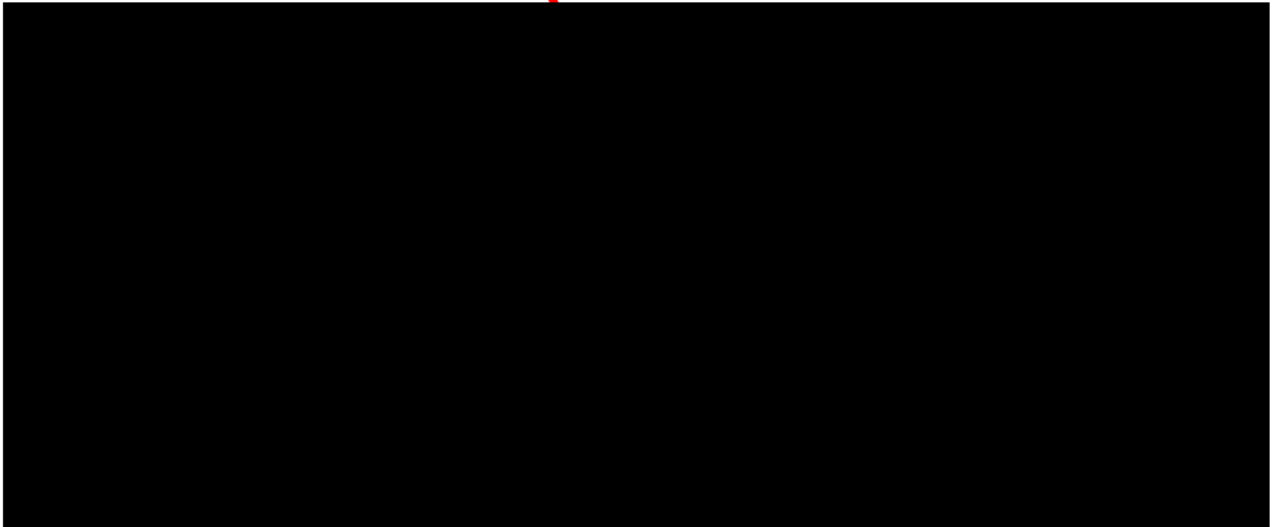


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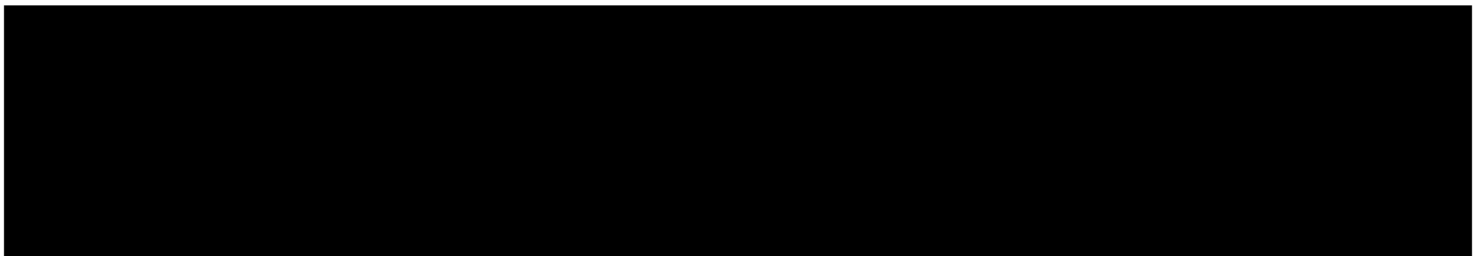
- From the NETRMS main screen select *SECURE*.



- From the NETRMS "*Lobby*" select the "*Case Files*" option



- Any "*981155 – ZZ – Self-Harm Incident (Jails Only)*" incident report that has been assigned to you for review will be displayed in your case queue. You can open the case for review by clicking on the folder icon.

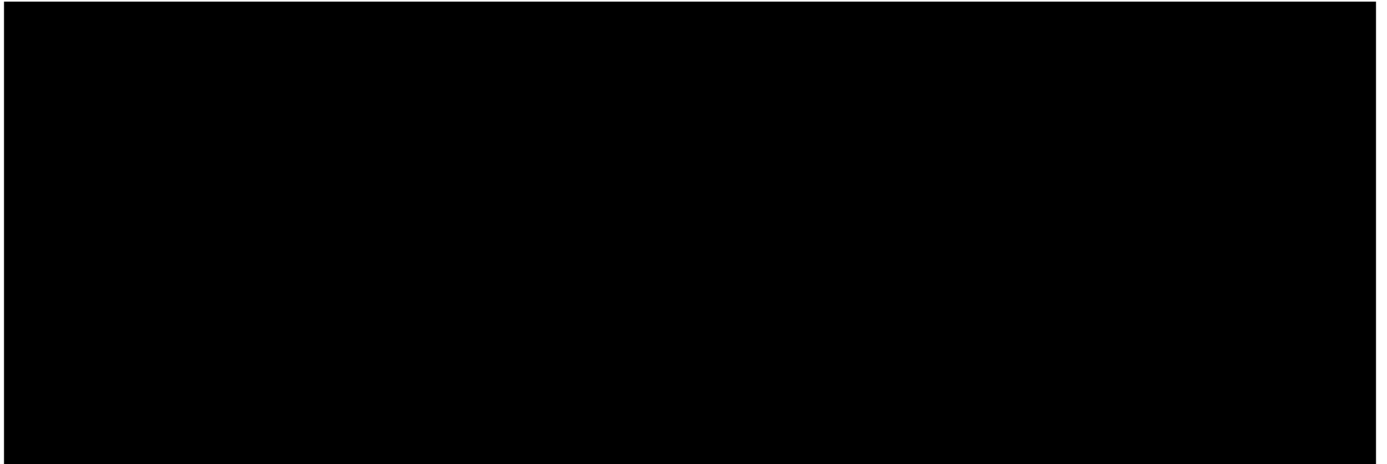


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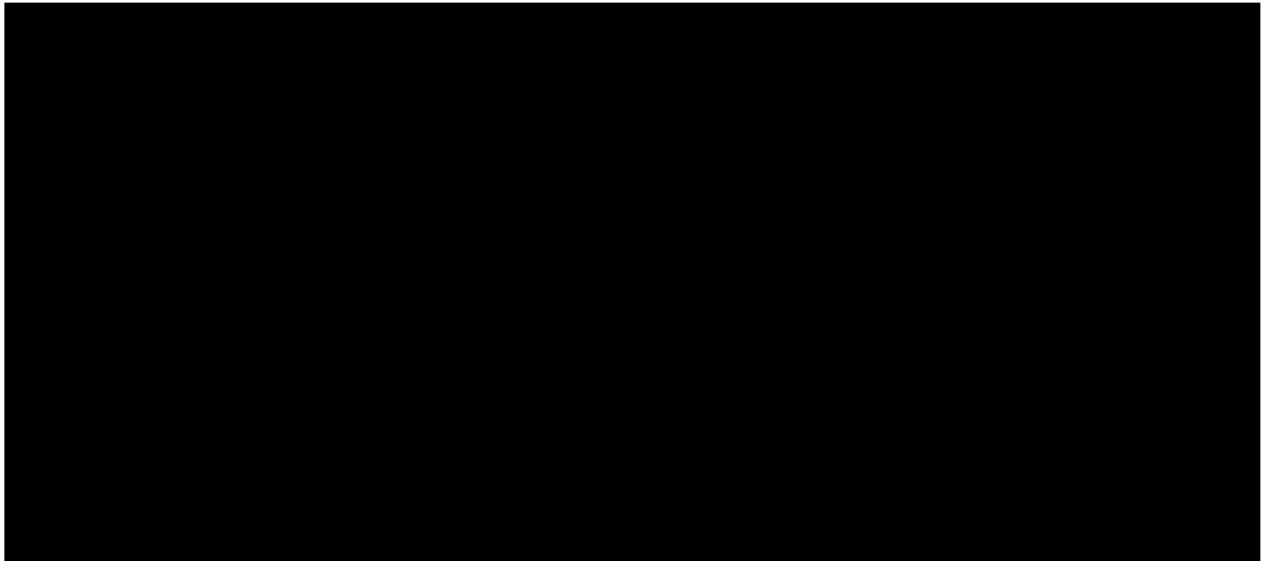


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5. Upon opening the case file you will have access to the Main Case Report (*Crime/Incident Report*) and if available, photos and video (*URL Folder*).



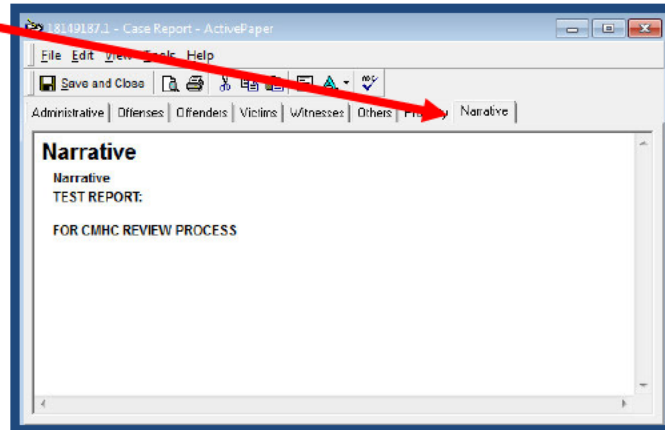
6. In reviewing the *Crime/Incident Report*, you will need to note who the report was *CREATED BY* (the reporting deputy) and who *REVIEWED* the report (the approving supervisor). All this information can be located in the "*Administrative*" tab of the *Crime/Incident Report*.



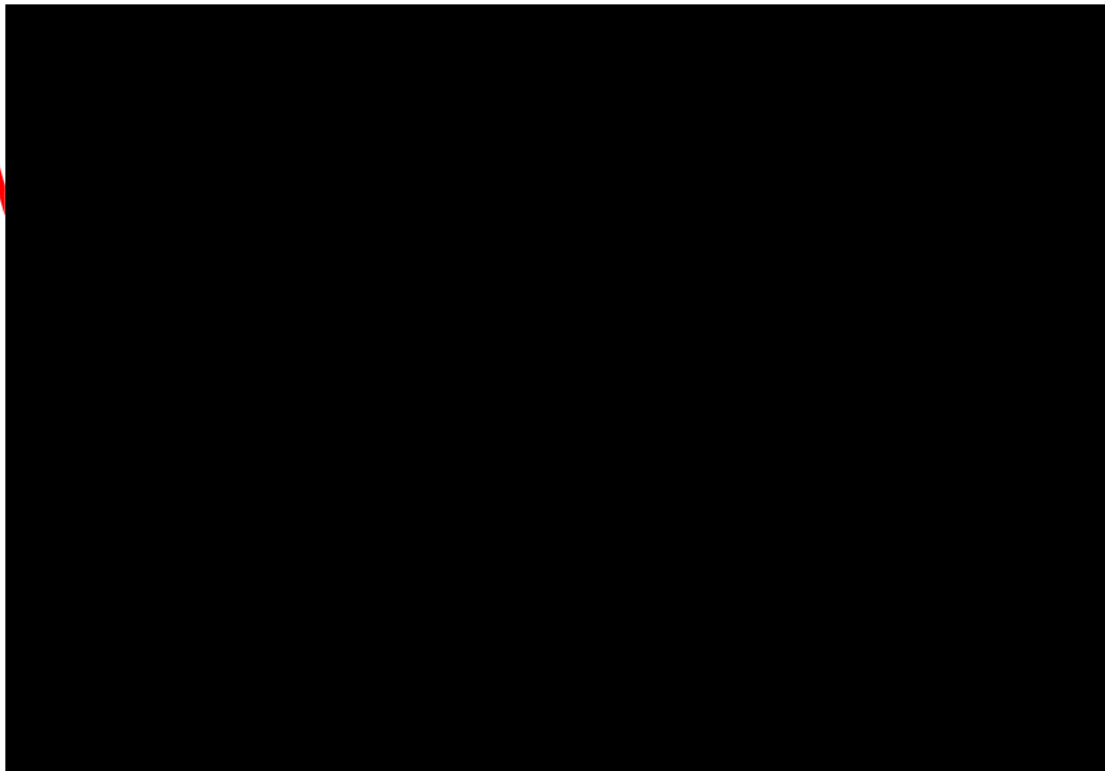


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7. The "Narrative" tab will contain the documentation of the incident.



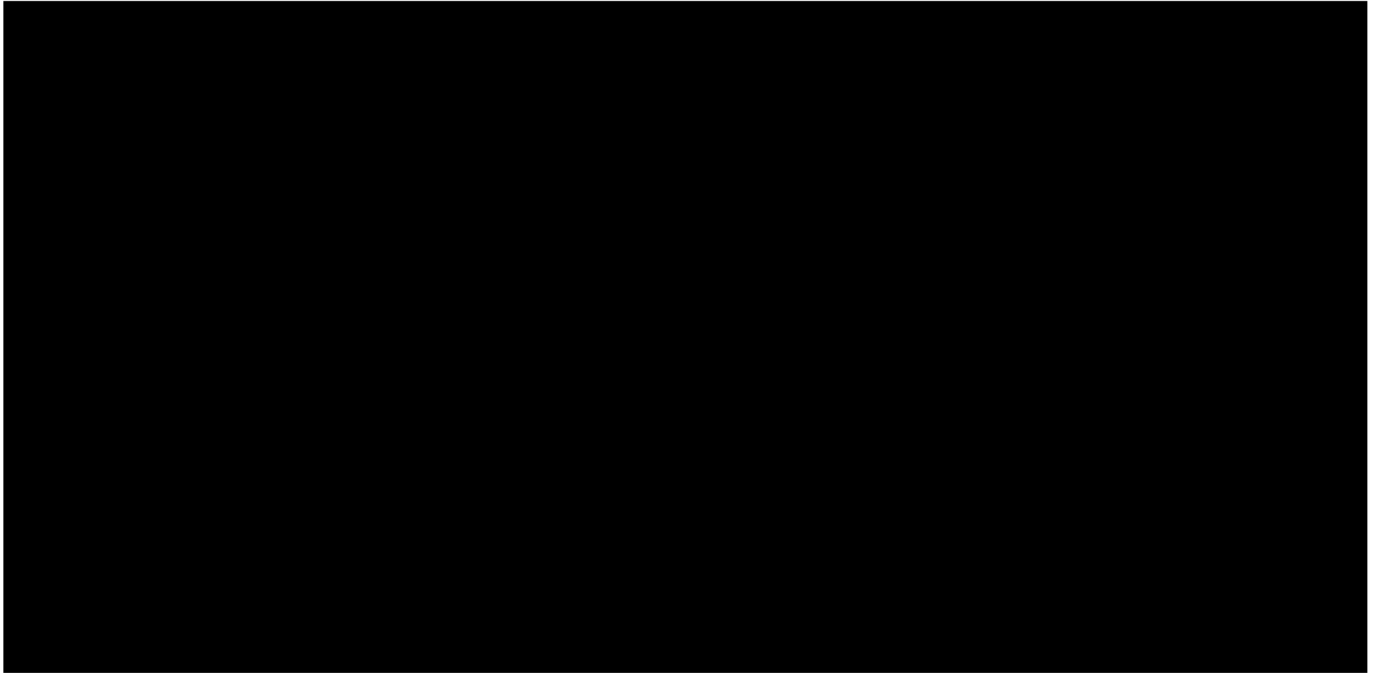
8. If after reviewing the *Crime/Incident Report*, photos/ video, associated JIMS documentation, and medical notes you deem the incident should remain an actual (or attempt) self-harm incident, the code type will remain as a **"981155 – ZZ – Self-Harm Incident (Jails Only)."** If after reviewing the entire incident, you determine it meets the criteria for a suicide attempt, the report code type will need to be changed to **"93000 – ZZ – Suicide Attempt."** (refer to step #14 for code type change notifications). Upon completing the review, you will close the *Crime/Incident Report* and open the *"Edit Case Details"* side menu item.



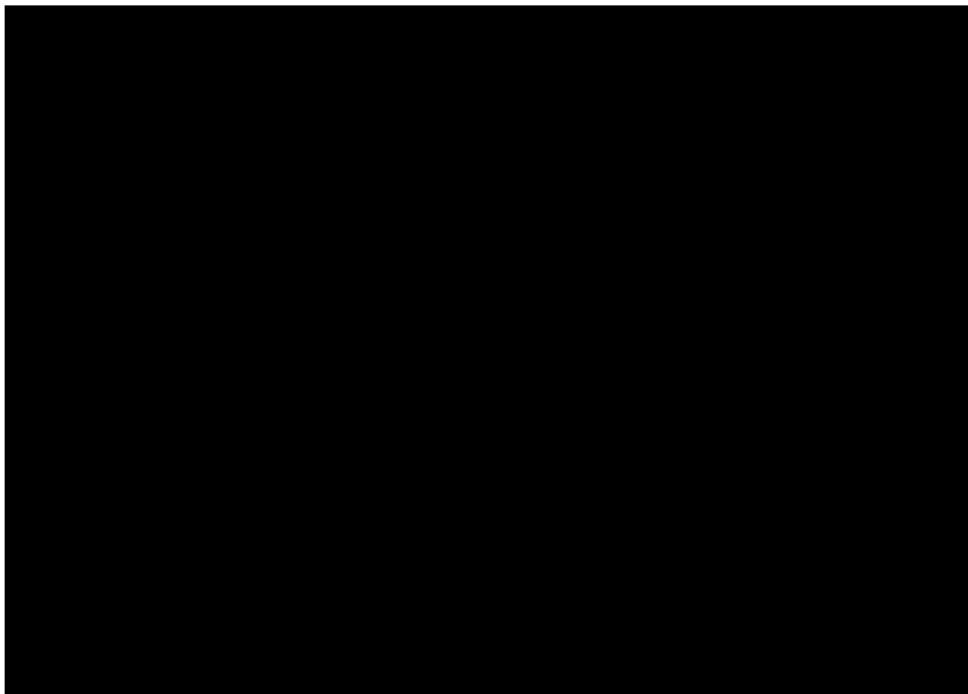


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9. In the "*Case Detail*" under "*Case Review*" you will add yourself as a "*Reviewer*", the "*Reviewed On*" date and time (use SHIFT +? to populate the current date/time), and your determination in the "*Comments.*" Once completed, click "*Save and Close.*"



10. Open the "*Edit Case Assignment*" side menu (this will open the *Case Assignment Wizard*). This will allow you to "un-assign" yourself from the report and remove it from your review queue.

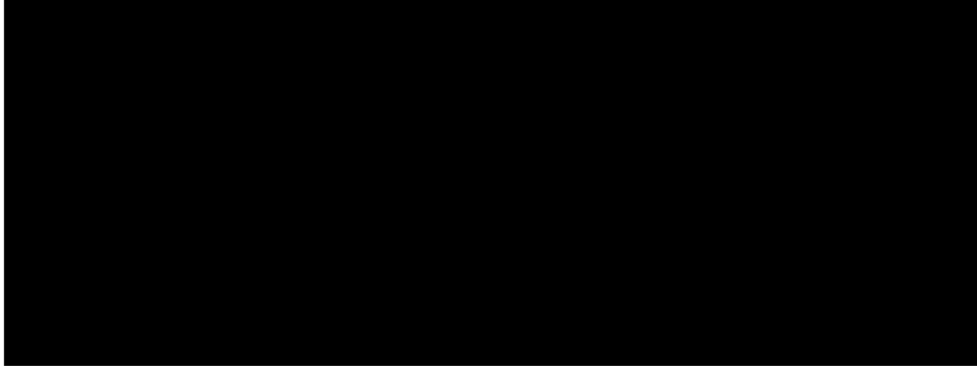


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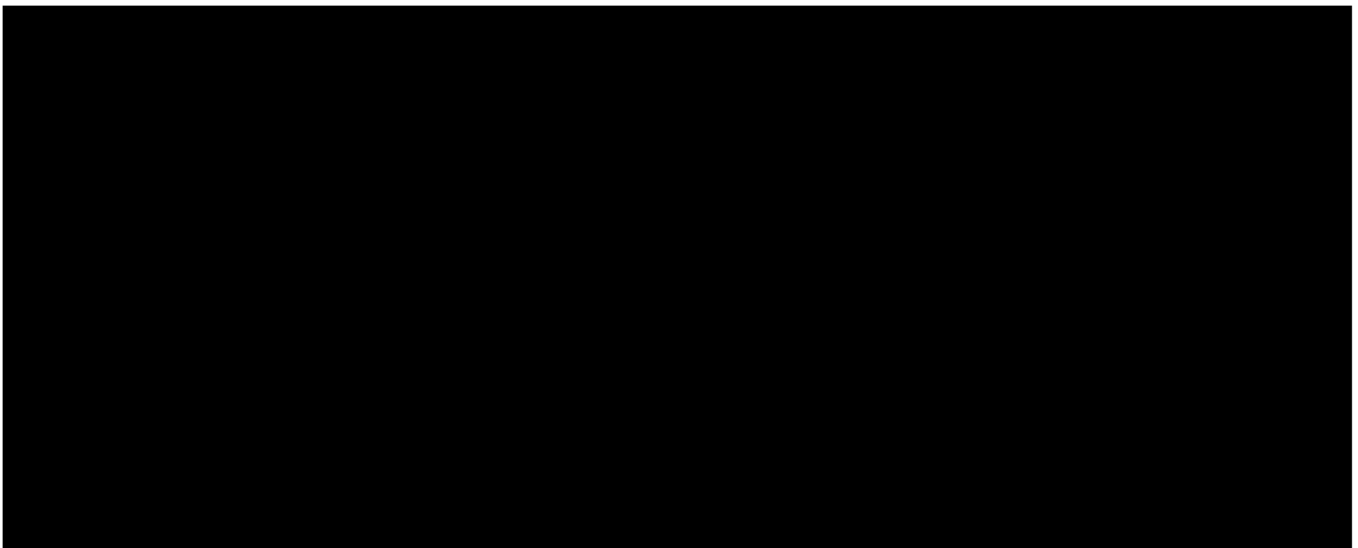


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11. In the "Action to Perform" drop-down select "Edit Case Assignment" from the drop-down list. From the "Currently Assigned Officer" drop-down select your name and click *Next*.



12. Use SHIFT +? to populate the current date/time in the "Date Un Assigned" field. In the "Notes" section you can briefly type your determination and direction for sworn staff. Once completed click "Finish."



13. Click on "Cancel" to close out of the *Change Case Assignment Wizard*.
14. If after review you determined the incident is to remain as a "981155 – ZZ – Self-Harm Incident (Jails Only)," e-mail DIU ([REDACTED]) to advise the case has been reviewed and can be closed. If after your review, you determine the incident meets the criteria for a suicide attempt, you will notify the reporting deputy, approving supervisor, [REDACTED] [REDACTED] 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.

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