



San Diego County

SHERIFF

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Sheriff

Detention Services Bureau, Detention In-Service Training Unit
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TRAINING BULLETIN

Report Headers

The purpose of this training is to familiarize sworn staff with headers used in common reports within our detention facilities. Deputies are constantly involved with various events and incidents that require specific documentation. Deputies SHALL use the headers below as a foundation for documenting the necessary facts and elements of the required report.

Below are the key headers required:

Crime/Incident Report

- Synopsis
- Origin
- Background
- Investigation
- Statements (Suspect/Victim/Witness)
- Investigation (Continued)
- Evidence
- Injuries
- Property Damage
- Follow-Up
- Related Reports

Crime/Incident Report + UOF

- Synopsis
- Origin
- Background
- Investigation
- Statements (Suspect/Victim/Witness)
- Investigation (Continued)
- Evidence
- Injuries
- Property Damage
- Follow-Up
- Witnesses
- Related Reports

This Training Bulletin was prepared by the Detention In-Service Training Unit. 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 [REDACTED]



Arrest Report

- Synopsis
- Origin
- Background
- Investigation
- Statements (Suspect/Victim/Witness)
- Investigation (Continued)
- Evidence
- Injuries
- Property Damage
- Follow-Up
- Related Reports

Arrest Report + UOF

- Synopsis
- Origin
- Background
- Investigation
- Statements (Suspect/Victim/Witness)
- Investigation (Continued)
- Evidence
- Injuries
- Property Damage
- Follow-Up
- Witnesses
- Related Reports

UOF

- Origin
- Deputy's Observations and Actions
- Injuries
- Evidence
- Witness
- Related Reports

Officer's Report

- Origin
- Deputy's Observations and Actions

For more information please refer to Sheriff's Department Detention Service Bureau Policy and Procedure [J.9 – Crime Reports and Major Incident Documentation](#)