

DATE:	MAY 2, 2022
NUMBER:	F.5
SUBJECT:	INCARCERATED PERSON INCIDENT REPORTS (JIMS)
RELATED SECTIONS:	J.1 , J.2 , J.3 , O.1 , Prison Rape Elimination Act of 2003

PURPOSE:

To standardize reporting procedures for a variety of incarcerated person incidents/actions encountered in daily facility operations.

POLICY:

All incarcerated person movements (other than for population management reasons), applicable incarcerated person actions, and other notable incidents involving incarcerated person(s) (e.g., medical emergencies, shall be documented in the incidents module within the Jail Information Management System (JIMS). Completed incident reports shall be reviewed, approved, forwarded and disseminated as required.

PROCEDURE:

- I. Incident reports shall be completed for reasons including, but not limited to:
 - A. Any change in an incarcerated person's status due to:
 1. Medical transfer
 2. Housing movement due to individual request or individual problem
 3. Keep separate (from other incarcerated person(s))
 4. Administrative Separation
 5. Initial protective custody housing placement
 6. Loss of incarcerated worker status
 7. Injury
 8. Change of classification due to disciplinary action
 - B. An incarcerated person's special housing requirements:
 1. Medical isolation
 2. Sobering cell
 3. Safety cell
 4. Need for specialized housing of LGBTQ+ incarcerated persons beyond 30 days
 5. Enhanced Observation Housing (EOH)
 6. Other
 - C. Any unusual behavior by an incarcerated person to include behavior requiring an assessment by a qualified mental health provider (QMHP).
- II. Incident reports shall be entered into JIMS. Copies of incident reports shall be distributed according to Detention Services Bureau Policies and Procedures (DSB P&P) or facility Green Sheets. Other than for disciplinary actions (i.e., violation of incarcerated person rules and regulations), incident reports shall not be given to any incarcerated person.

- III. If discipline is to be imposed on an incarcerated person or housing module, the discipline will be documented in JIMS on an incident report (refer to DSB P&P section O.1).