ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	**NUMBER:** 5.06	**PAGES:** 1 of 5
	RELATED ORDERS: ACA 4-ALDF- 2C-06, 2B-07, 6C-02, G.O. 1.05 MJS 1044, 1058, 1084 P&P 8.23	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 15, 2015	
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CHAPTER: Institutional Operations	**SUBJECT:** Report Processing	

I. **PURPOSE:** To establish guidelines describing the reporting process used at Glenn E. Dyer Detention Facility (GEDDF) and Santa Rita Jail (SRJ).

II. **POLICY:**

A. Reports are an integral part of the facility operation. The various reports are indicators of what is occurring in and around the facility, and are useful to determine if the facility is operating efficiently and ensures resources are being used effectively.

B. It is necessary to ensure that information contained in the reports is available to staff. This information may involve observations, incidents, information, criminal acts and/or material that may be used for statistics.

C. This information or documentation shall be written down and forwarded to the facility Commanding Officer and other persons as deemed appropriate. The following guidelines will be followed to make certain the flow of reports is not interrupted and pertinent information lost.

D. Where an inmate allegedly commits an illegal act covered by criminal law, the case is referred to the appropriate District Attorney's Office for prosecution.

E. Reports and/or Unusual Occurrence Forms generated within the Detention and Corrections Division (D&C), shall be submitted to the facility Commanding Officer or his/her designee, no later than the conclusion of the writing Deputy's tour of duty, when any of the following occur:

1. Discharge of a firearm, electronic stunning device or other weapon
2. Use of chemical agents to control inmates
3. Use of force to control inmates
4. Use of restraints to control inmates
5. Inmate(s) remain in restraints at the end of shift
6. Inmate is arrested or charged with a new offense

III. PROCEDURE:

A. GENERAL GUIDELINES: The following procedure will be adhered to regarding all reports:

1. Except as otherwise directed by a shift supervisor or Watch Commander, all reports and/or Unusual Occurrence Forms will be completed prior to the writing Deputy leaving the facility.

2. The completed report will be reviewed for content and accuracy by an on-duty supervisor and the supervisor will sign the report. This will be accomplished before the reporting Deputy leaves the facility except when otherwise authorized.

3. Reports will be prepared on appropriate forms, original only. Copies for normal distribution will be prepared on the copy machine.

B. CRIME AND SPECIAL CIRCUMSTANCE REPORTING:

1. The following reports will be written on an Event Form. Personnel will adhere to standard agency reporting guidelines for completing event forms.

   a. Criminal Incidents: Will be numbered with an Alameda County report number drawn from Emergency Services Dispatch (ESD).

   b. Inmate Injuries: Will be numbered with a report number drawn from ESD.

   c. Use of Safety Cell: Will be numbered with a report number drawn from ESD.

   d. If a use of force report is written, a report number will be drawn from ESD. In these cases, all reports and/or Unusual Occurrence Forms will be written and forwarded to the Watch Commander, no later than the reporting Deputy's end of shift.

   e. When restraints are used, in accordance with Minimum Jail Standards 1058, a report number will be drawn from ESD. In these cases, and when inmates are to remain in restraints at the end of the deputy's shift, all reports and/or Unusual Occurrence Forms will be written and forwarded to the Watch Commander, no later than the reporting Deputy's end of shift.

   f. Use of any electronic stunning devices will be reported according to guidelines set forth in section 8.23, "Control of Firearms, Weapons, Ammunition and Facility Armory" of the Policy and Procedures Manual; along with drawing a report number from ESD. In these cases, all reports and/or Unusual Occurrence Forms will be written and forwarded to the Watch Commander, no later than the reporting Deputy's end of shift.

   g. Penal Code 4032, "Battery by Gassing" will be reported immediately and a report shall be written with a report number drawn from ESD. If any Deputy is the victim of a gassing they shall, at a minimum, be given a medical 5020 form for the incident.

2. Report Number and Report Numbering:

   a. All reports will be numbered prior to submission for review, copying and distribution.

   b. Deputies at GEDDF who are preparing reports will obtain appropriate report numbers from the deputy assigned to Central Control.

   c. Deputies at SRJ who are preparing reports will obtain appropriate report numbers from the sheriff's technician assigned to CP-1.

   d. The Central Control Deputy or the CP-1 Sheriff's Technician will obtain the report number from the ESD, and provide the following information:

      1) Date of report
      2) Type of case
      3) Victim or suspect name
      4) Name of officer preparing report

   e. The Deputy assigned to Central Control or the Sheriff's Technician assigned to CP-1, shall complete a report number log entry at the time a report number is obtained. The report number log entry shall include the following information:

      1) Report number
      2) Date of report
      3) Type of case
      4) Name of victim or suspect
      5) Name of Deputy preparing report
      6) Shift on which the report originated
      7) Location of occurrence

   f. A clipboard containing the original report numbers will be maintained by the Central Control Deputy at GEDDF, and the CP-1 Sheriff's Technician at SRJ. The clipboard will be passed along to the relieving shift.

      1) The Central Control Deputy or CP-1 Sheriff's Technician will maintain strict control of the original report number log board, and it is not to be removed from his/her control.

      2) Staff assigned to Central Control or CP-1 will ensure that all completed logs are maintained and filed in the appropriate location.

3. Supplemental Reports:

   a. Reports written as supplementary information, after the generation of the original report, will be given the same number as the original report.

   b. Supplemental reports will not be entered on the original report number log.

c. Original report numbers for the purpose of numbering the supplemental reports may be obtained from Central Control or CP-1.

d. Supplemental reports will be numbered prior to submission for review, copying, and distribution.

4. Report Processing:

a. All official reports that are given a report number in this manner, will be reviewed by the on-duty supervisor, who will sign the front copy as reviewing supervisor.

b. The report will then be sent to the shift Watch Commander for final review.

c. The original copy of the report will be forwarded to Classification by the Watch Commander. Classification will review the reports for any follow up needed and will submit them to the District Attorney's Office for complaints when appropriate. If a complaint is sought, Classification is responsible for compiling the necessary copies and rap sheets for the D.A.'s Office.

d. The Classification Deputy will forward the original report to Administration and CCR.

f. The Watch Commander will submit to the facility Commanding Officer, a copy of any report of a significant nature that involves the facility or staff, or is worthy of news media attention.

C. DISCIPLINARY REPORTS:

1. Report numbers for disciplinary reports will be obtained from ***ATIMS and the deputy/technician writing the report will notify*** Central Control or CP-1 ***of the report number***. Central Control or CP-1 will maintain a log of disciplinary report numbers. The name of the requesting Deputy, name of the inmate involved, nature of the violations, location of occurrence, and the date will be recorded on the log.

2. After the disciplinary process has been completed and the facility Commanding Officer or his/her designee has reviewed it and fixed punishment, the completed report will be forwarded to the Classification Office.

3. The Classification Deputy assigned to handle disciplinary actions will make copies of the first page of the report, filing one in the classification file of the inmate, and giving one to the inmate with the completed notice of loss of privileges form.

4. The original copy of the completed report will be filed in numerical order in the Classification Office.

5. The disciplinary Deputy will ensure all computer programs are updated to reflect the disciplinary report.

D. MEMORANDUMS:

1. Memorandums are a written form of communication between staff members advising of observations, incidents and for requests concerning some type of activity inside the facility.

2. It is necessary that the author routes the memorandum to the proper individuals.

3. A copy of any memorandum that affects the status of an inmate should be forwarded to Classification. The writer should ensure the copy is sent or delivered.

   a. The Classification staff will follow-up on the memorandum if necessary, and ensure the information is included in the inmate's Classification file.

   b. Deputies should be aware that any document pertaining to an inmate can be ordered to be produced in court. This includes, but is not limited to, confidential information, informant information, statements and recordings of statements.

E. Logs maintained in the facility will be forwarded to the Compliance Sergeant for filing, forwarding, or destruction.

F. If a report needs to be canceled, the procedures listed below will be followed:

1. Informational and Incident Reports:

   a. Once a report number has been drawn and within the first four hours, it can be canceled by dispatch.

   b. For any reports beyond the four hour window a memorandum must be submitted to the Records and Warrants Lieutenant requesting the report number to be canceled.

2. Crime and 5150 W&I reports cannot be canceled.

3. Disciplinary Reports: A supplemental report properly approved by a supervisor, will be sent to Classification detailing the circumstances surrounding the cancellation.