

REPORTING UNUSUAL OR SPECIAL INCIDENTS

- AUTHORITY:** Administrative Directive.
- RESCINDS:** Procedure Manual Item 1-4-114, dated **04/08/16**
- FORMS:** Special Incident Report (F057-9162.1(A)(AF)(2008)
- PURPOSE:** To provide an additional method of forwarding safety-related information to Executive Management via the chain-of-command.

I. GENERAL INFORMATION

- A. This procedure has been established in order to provide a communication path to Executive Management and to provide a central repository for this information which will be the office of the Chief Deputy Probation Officer of Field Operations Bureau. This procedure will enable Management to be aware of, assess and direct subsequent investigation of information and situations which are significant to officer safety, but may not be directly related to existing procedure which includes threats to Probation staff, probationers and/or third parties.
- B. It is anticipated occurrences such as staff being followed, unusual but not specifically threatening telephone conversations, or any potentially safety-related event would be appropriate to submit. This would also include any damage to personal or County property by known or unknown subjects.

II. PROCEDURE

- A. Upon being involved in an incident which the DPO believes should be reported to Executive Management, he/she should first verbally report the incident to their immediate supervisor.
- B. Should the situation be of a serious or emergent nature, the communication of such an event must be transmitted up the chain-of-command by telephone and/or e-mail.
- C. Next, a written report must be prepared using Special Incident Report (Field Services) Form F057-**9162.1(A)(AF)(2008)** (this form can be located in Microsoft Word **Shared Documents**). This form should be completed as thoroughly as possible, including such information as auto license numbers, physical descriptions and locations, if applicable/available.
- D. Upon receipt of a Special Incident Report, the immediate supervisor will review the incident, formulate an action to be taken or recommended, sign and forward the report to the Division Director.
- E. The Division Director will review the document and action to be taken, request additional information if indicated, and forward the document to the office of the Chief Deputy of Field Services.

- F. The office of the Chief Deputy of Field Services shall be the repository of all such reports.
- G. **The Chief Deputy of Field Services will provide an after action report to evaluate the management of the incident to the Field Operations Bureau Directors for appropriate dissemination to staff. The report will include:**
- **The initial response by Probation personnel, along with the communication and coordination during the incident**
 - **Tactics, equipment, officer-safety and/or any other associated training issues**
 - **Issues concerning safety and security**
 - **Requests for input from Supervisors and DPOs**

REFERENCES:

Procedures:	1-3-304	Workers' Compensation
	1-4-006	Emergency Notification
	1-4-104	Threats to Victims
	1-4-107	Authorization to Carry Firearms
	1-4-110	Assaults or Threats Against Employees
Policies:	A-4	Home Telephone and Address
	D-1	Threats to Employees and Others
	D-2	Use of Physical Restraint
	D-8	Firearms

B. Membrila

APPROVED BY: