

## SPECIAL INCIDENT REPORTS

<b>AUTHORITY:</b>	Administrative Directive California Code of Regulations, Title 15, Section 1362
<b>RESCINDS:</b>	Procedure Manual Item 3-1-303, dated 1/07/15
<b>FORMS:</b>	Special Incident Report (F0502-7018.12)
<b>PURPOSE:</b>	To provide a uniform method of documenting, recording and reporting special incidents.

### I. GENERAL INFORMATION

- A. Special Incident Reports (SIRs) are legal documents.
- B. Special incidents must be documented accurately, completely, professionally and as soon as possible after the incident.
- C. SIRs may be read by numerous people with various backgrounds so all SIRs must be written completely and accurately enough to allow a person who has no knowledge of your **facility** to get a very clear and realistic picture and understanding of exactly what happened.
- D. SIRs are the primary documents used to support law or rule violations charged against a youth; to defend against liability cases related to a law suit; and by the Disciplinary Hearing Officer in due process hearings.
- E. All SIRs must give complete information related to who, what, when, where, why and how.
- F. Incidents that require an SIR may include, but are not limited to the following: escape, attempted escape, assaultive behavior, injury, medical problems, riotous behavior, stealing, gang related behavior, sex activity, fire, flood, restraint, damage, loss of property, failure to follow directions, disruptive behavior, etc.

### II. PROCEDURE

- A. Preparation
  - 1. Staff must notify their supervisor, Duty Officer (DO) or Acting Duty Officer (ADO) of any special incident and submit an original SIR to that person as soon as possible.
  - 2. All originals and copies of SIRs must be clearly legible.
  - 3. An SIR shall be completed and submitted to the Duty Officer/facility manager in all cases that result in physical harm, serious threat of physical

harm, or death to an employee or youth or other persons by the end of the shift. Exceptions for other events/issues may be made by the Duty Officer.

4. SIRs must be typed or written in black ink.
5. If an error is made, draw a line through the word/sentence, write "error" above it, initial it and proceed.
6. Do not use symbols or abbreviations, such as SR for security risk, because SIRs are often routed to people not familiar with these abbreviations.
7. Notify the Medical Unit of any incident requiring medical attention and record this on the SIR.
8. Write and submit a Maintenance Request on any incident of damage to County property, in conjunction with an SIR documenting the event.
9. Record all SIRs in the IMS logbook using the designated drop down menu for SIRs.
10. If you are in doubt as to whether or not to write an SIR, write it. Always keep the Duty Officer apprised of the situation warranting this document.

B. Filling out the SIR form

1. Indicate the number of pages in the SIR in the upper right corner.
2. Write the exact date and time of the incident and include "AM" or "PM". If you do not know the exact time, write "approximately."
3. The legal names of the persons involved, the assigned Deputy Probation Officer, Deputy Juvenile Correctional Officer (DJCO) and the release date (late date) must be written in the "Persons Involved" section. The first and last name and the J or DL (L) # for each youth is to be written in the narrative.
4. In the section, "Nature of Report," write a short description of the problem, such as: physical altercation, escape, damage to buildings, contraband, disruptive behavior, etc.
5. In the "Summary Statement" section, describe the incident in one sentence (i.e. "Jones injured his foot during Large Muscle Exercise (LME)").
6. In the "Narrative" part of the SIR, write an opening statement and then record what happened as it happened. Be very thorough, accurate and concise.
  - a. The opening statement should summarize the incident, for example: "I observed youth Smith throw a bar of soap at youth Jones. The bar of soap hit Jones on the forehead and caused a cut."

- b. Include where you were, what you were doing and what you actually observed.
  - c. Describe what the youth said and did, and write quotations when appropriate. Quoting Smith as saying, "I hate your guts and I'll get you!" before he threw the soap is more accurate than writing "Smith was mad at Jones and yelled at him."
  - d. Include additional information when appropriate; for example: "This is the third incident of Smith assaulting another youth in the last seven days" or "Smith and Jones are from different gangs and have had gang related arguments."
7. If the incident involves an injury to a youth, staff or visitor, be sure to include the following information:
- a. How did the injury occur?
  - b. If the injury occurred while using equipment, specifically identify the equipment (bed, shovel, County vehicle, etc.).
  - c. Describe exactly where the injury occurred, such as: in the restroom, at second base on the softball field, etc.
  - d. Describe the nature, location and extent of the injury, such as: "bled slightly from a 1/2 inch cut on the right leg about 2 inches above the outside ankle bone."
  - e. Record the names of medical personnel contacted, medical action and recommendations that occurred, and when (and by whom) the medical instructions were followed.
  - f. Record any action taken to prevent a reoccurrence of the injury, such as: Maintenance Request submitted, tool repaired, bed repaired, etc.
  - g. List all people that were notified of the injury and when they were notified (SJCO, DPO, Director, parent, wife/husband, etc.).
8. In the "Recommended Action" section of the SIR, the person writing the SIR will make recommendation(s) for discipline, medical follow-up, and referral to a Discipline Hearing, etc.
9. In the "Action Taken" section of the SIR, the SJCO/DO will record the action that actually occurred. In the case of a major misbehavior, this section will indicate the need for a Discipline Hearing.
10. In the "Witnesses" section of the SIR, record any person, youth, staff, or **citizen who** actually observed the incident.
- a. Have all witnesses write legible statements of what they saw and attach these statements to the SIR.

- b. For youth, include their J or DL number (under title), location (under Address) and **facility**/location phone number.
11. Both the staff writing the SIR and the SJCO/DO that reviews the SIR must sign the SIR, date the SIR, and print their name and job title.
12. Any delay in writing an SIR must be authorized by an SJCO/DO and the reason and authorization noted on the SIR.
13. The SJCO/DO will initial the appropriate "Due Process" sections in the upper left side of the form which insures that all due process steps were followed and documented in the SIR.

#### C. ROUTING

1. The original SIR, and statements if needed, is given to the appropriate SJCO/DO or ADO as soon as possible on the day that the incident occurred.
2. The SJCO/DO will read the SIR, ask for more information if needed, verify due process was given, write the action taken, sign and date the SIR, and then route/distribute the SIR. Routing depends on **facility** procedure and usually includes the following people:
  - a. Director
  - b. Assistant Director
  - c. SJCOs
  - d. Medical personnel (for medical related SIRs)
  - e. Assigned Deputy Probation Officer
  - f. Assigned Deputy Juvenile Correctional Officer for the involved youth
  - g. Chief Deputy Probation Officer of facilities where escapes, serious injury, sex related incident, and attempted suicides, or high profile incidents are involved
3. It is the responsibility of the assigned Deputy Juvenile Correctional Officer II, or Deputy Juvenile Correctional Officer **Night Staff**, to file the original SIR in the proper institutional file.

#### REFERENCES:

- Procedures: 3-1-002 Control of Weapons, Ammunition and Explosives in **Facility**  
3-1-027 Room Confinement  
3-1-030 Returning Minors to Juvenile Hall, Medical Holds, Courtesy Holds, Administrative Removals, Psych Holds, Disciplinary Removals

- 3-1-104 Hostage Crisis and Major Disturbance Management
- 3-1-106 Death, Serious Suicide Attempts and Other Serious Incidents  
Related to **Youths** in Custody
- 3-1-401 Health Care Procedures
- 3-2-101 Assistance Calls
- 3-2-110 Soft-Leather Restraints/Tubes
- 3-2-111 Safety Rooms

- Policies:
- D-1 Threats, Harm, Danger to Employees and Others
  - G-8 Injuries and Medical Emergencies

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**APPROVED BY:**