
Report Preparation

310.1 PURPOSE AND SCOPE

Report preparation is a major part of each correctional deputy's job. The purpose of reports is to refresh the correctional deputy's memory and to provide sufficient information for a follow-up investigation and successful prosecution or a disciplinary proceeding. Report writing is the subject of substantial formal and on-the-job training.

310.1.1 REPORT PREPARATION

Employees should insure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees are encouraged to utilize dictation services as provided by the department. Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

310.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate Shasta County Sheriff's Office approved form unless otherwise approved by a supervisor.

310.2.1 CRIMINAL ACTIVITY REPORTING

When an employee responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the employee is required to document the activity. **The fact that a victim is not desirous of prosecution is not an exception to documenting a report.** The following are examples of required documentation:

- (a) In every instance where a felony has occurred, the documentation shall take the form of a written crime report

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- (b) In every instance where a misdemeanor crime has occurred and the victim desires a report, the documentation shall take the form of a written crime report. If the victim does not desire a report, the incident will be recorded using a log report
- (c) In every case where any force is used against any person by sheriff's personnel
- (d) All incidents involving domestic violence

When an employee responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the employee is required to document the activity. **The fact that a victim is not desirous of prosecution is not an exception to documenting a report.** The following are examples of required documentation:

- (a) In every instance where a felony has occurred, the documentation shall take the form of a written crime report
- (b) In every instance where a misdemeanor crime has occurred and the victim desires a report, the documentation shall take the form of a written crime report. If the victim does not desire a report, the incident will be recorded using a log report
- (c) In every case where any force is used against any person by sheriff's personnel
- (d) All incidents involving domestic violence

310.2.2 NON-CRIMINAL ACTIVITY REPORTING

The following incidents shall be documented using the appropriate approved report:

- (a) Any use of force against any person by a member of this department (see the Use of Force Policy)
- (b) Any firearm discharge (see the Firearms and Qualification Policy)
- (c) Anytime a person is reported missing, regardless of jurisdiction (see the Missing Persons Reporting Policy)
- (d) Any found evidence or found property (containing ID marks or serial numbers)
- (e) Any traffic collisions above the minimum reporting level (see Traffic Collision Reporting Policy)
- (f) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy
- (g) All protective custody detentions
- (h) Suspicious incidents that may place the public or others at risk
- (i) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor

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310.2.3 DEATHS

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with Policy § 360 Death Investigations of the Shasta County Policy Manual. The handling deputy should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following cases shall be appropriately investigated and documented using the approved report:

- (a) Sudden or accidental deaths.
- (b) Suicides.
- (c) Homicide or suspected homicide.
- (d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).
- (e) Found dead bodies or body parts.

310.2.4 INJURY OR DAMAGE BY COUNTY PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act of a County employee. Additionally, reports shall be taken involving damage to County property or County equipment. Using appropriate county report forms.

310.2.5 USE OF FORCE

Reports related to the use of force shall be made in accordance with the Use of Force Policy.

310.2.6 MISCELLANEOUS INJURIES

Any injury that is reported to this department shall require a report when:

- (a) Attempted suicide
- (b) The injury is major/serious, whereas death could result
- (c) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

310.3 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all deputies and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

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310.3.1 GENERAL POLICY OF HANDWRITTEN REPORTS

Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of those reports in which there is a long narrative should be typed or dictated.

Supervisors may require, with the foregoing general policy in mind, block printing or typing of reports of any nature for departmental consistency.

310.4 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should return it to the reporting employee for correction as soon as practicable. It shall be the responsibility of the originating employee to ensure that any report returned for correction is processed in a timely manner. It shall be the responsibility of the supervisor rejecting the report to follow up on any report corrections not received in a timely manner.

310.5 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Record's Unit for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Record's Unit may be corrected or modified by the authoring deputy only with the knowledge and authorization of the reviewing supervisor.

If a supervisor returns a report to the authoring deputy for corrections, a correction form documenting the changes should accompany the report. A copy of any correction form should be placed in the employee evaluation folder.

310.6 ELECTRONIC SIGNATURES

The Shasta County Sheriff's Office has established an electronic signature procedure for use by all employees of the Shasta County Sheriff's Office. The Patrol Captain shall be responsible for maintaining the electronic signature system and ensuring that each employee creates a unique, confidential password for his/her electronic signature.

- Employees may only use their electronic signature for official reports or other official communications.
- Each employee shall be responsible for the security and use of his/her electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

310.7 JAIL INCIDENT REPORTS

A jail incident report shall be written for all incidents that result in physical harm or serious threat of physical harm, to an employee or inmate or any other person. Such reports shall include, but not be limited

to the classification, the names of the persons involved, a description of the incident, the actions taken, and

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the date and time of occurrence. Incident reports of the listed nature shall be prepared by staff assigned to investigate the incident and submitted to the facility manager within 24 hours of the event or incident (Title 15, section 1044). The incident report is entered into the computer by person originating the report. The case number will be issued by computer. The original copy will be maintained by Central Control. Incident Reports are to be grammatically correct including punctuation. Whenever possible, the reports are to contain witness information, a synopsis, and a chronological account of events and statements. The reports should be written in such a way as to make sense to the reader. The writer's name and badge number is to be legibly written on the report. The Watch Commander will insure that a copy of the jail incident report will be placed in the inmate's folder.