



**SAN MATEO COUNTY  
PROBATION DEPARTMENT  
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 5  
Classification and Separation  
§1362**

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**Topic                      Reporting of Incidents**

**Policy**                      It is the policy of the San Mateo County Probation Department - Juvenile Facilities that staff shall act with promptness and efficiency in the preparation and processing of all incident reports.

Written reports relating to any incident resulting in death, serious physical injury or harm, use of force, or endangerment to staff, youth, or a visitor; an escape; a major disturbance; a facility emergency; or an unsafe condition at the facility shall be submitted to the Institution Services Manager/Officer of the Day (ISM/OD) as soon as practicable, but no later than the end of the shift unless additional time is necessary and authorized by the ISM/OD. (CCR 1362).

The purpose of these reports is to document incidents at the facility, refresh the staff's memory, and 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.

The incident report, write-up, or informational report shall be forwarded to the Administrative Secretary and shall be maintained in accordance with the department's retention schedule.

All staff involved or witness to an incident shall complete an Incident Report prior to the end of their shift, unless a delay in reporting is approved by an ISM/OD. Reports shall include the date and time of the incident, the name(s) of the youth involved, the location of the incident, the type of incident (assault on staff, use of force, etc.), staff and youth witnesses, and a complete description of the incident. If the documented incident could lead to youth discipline, staff shall indicate the disposition of the incident on the Incident Report and notify the youth(s) of their appeal rights. The staff will ensure any youth involved are medically cleared and Mental Health staff notified to check in with the youth. Staff and youth should be debriefed at the end of every incident. The reporting staff shall sign and date the report.

**1362.1 AMENDED REPORTS**

Reports that have been approved by an ISM/OD and submitted to Admissions 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 Admissions may be corrected or modified by the authoring employee only with the knowledge and authorization of the reviewing supervisor. Reviewing ISM/OD should not alter reports. When modifications are required, these should be the responsibility of the authoring employee.

## **1362.2 REQUIRED REPORTING**

Incident reports generally serve as an in-house documentation of occurrences in the facility and to initiate, document, and support the youth disciplinary process. The Department shall establish a filing system that differentiates between incident reports, crime reports, and disciplinary actions. This policy does not require the duplication of information on two different forms. Where both exist, cross-referencing facilitates retrieval of one or both.

Incidents that shall be documented using the appropriate approved report include:

1. Non-criminal incidents of rule violations by youth.
2. Attempted suicide or suicidal ideation by a youth (15 CCR 1329).
3. Non-criminal breaches of security or evidence of an escape attempt.
4. Non-criminal security threats, including intelligence related to juvenile facilities activities.
5. Significant incidents related to medical issues, health, or safety in the juvenile facilities.
6. Discovery of contraband in the possession of youth or their housing areas.
7. Detaining or handcuffing any youth at the facility.
8. Traffic collisions involving facility vehicles.
9. Risk management incidents, including injuries to youth and lost or damaged property.
10. Accidental injuries of staff, youth, or the public.
11. Use of Force.
12. Deaths.
13. Unusual occurrences.

### **1362.2.1 DEATHS**

All deaths shall be investigated, and a report completed by a trained professional. All involved staff, with the assistance of the ISM/OD, shall complete an incident report listing the manner of death and to gather information, including statements of youth and staff who were in the area when the death occurred.

Reporting of youth deaths will be handled in accordance with the Reporting In-Custody Deaths Policy. See Procedure Manual on Reporting In-Custody Deaths for further information.

### **1362.2.2 INJURY OR DAMAGE BY DEPARTMENT PERSONNEL**

Reports shall be completed if an injury occurs that is a result of an act of an employee. Reports shall be completed if there is damage to facility property or equipment.

### **1362.2.3 CRIMINAL ACTIVITY REPORTING**

When an employee responds to an incident, or as a result of self-initiated activity, and becomes aware of any activity where a crime has occurred, the employee is required to document the activity in a crime report. The fact that a victim does not desire prosecution is not an exception to documentation.

### **1362.2.4 USE OF FORCE AND PHYSICAL RESTRAINTS**

Reports related to the use of force or physical restraint shall be made in accordance with the Use of Force and Restraints policies.