

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-601

APPROVED BY: STEVE JACKSON
CHIEF PROBATION OFFICER

REPLACES: 6/16/2016

ISSUE DATE: 1/30/2019

SUBJECT: INCIDENT REPORTS

POLICY

A written report of all incidents which result in physical harm, use of force, serious threat of physical harm, or death of an employee, youth or other person(s) shall be maintained. Such written record shall be prepared by the staff and submitted to the Duty Officer and to the Assistant Deputy Chief Probation Officer of Operations by the end of the shift, unless additional time is necessary and authorized by the Duty Officer.

PROCEDURES

A. Incident Reports

1. Staff members shall prepare a written Incident Report in the Juvenile Justice Information System (JJIS) (Attachment A) for any incident involving, but not limited to:
 - a. Physical harm, illness or injury to a youth, staff or other person
 - b. Serious threat of physical harm to a youth, staff, or other person
 - c. Death of a youth, staff or other person in a juvenile facility
 - d. Use of force; includes: chemical agents, weaponless defense techniques, Jireh Safe Management Principles and Techniques and/or mechanical restraints
 - e. Child, dependent, or elder abuse(s)
 - f. Any minor or major rule violation
 - g. Inappropriate conduct by staff or other service providers
 - h. Any incident or situation involving safety/security issues
 - i. Escape or attempted escape
2. Staff members should prepare a written Incident Report in JJIS for any positive staff interaction or positive youth behavior.
3. Incident Reports shall be prepared and reviewed in JJIS. When JJIS is not operating, the incident will be documented via the paper Incident Report Form.
4. Incident Reports shall be reviewed by the Duty Officer.

5. The Deputy Chief Probation Officer reviews all Incident Reports in JJIS daily and identifies areas for correction, clarification, or follow-up.
6. Incident Reports shall be maintained in the Juvenile Justice Information System.
7. In the event of a critical or major incident, staff having knowledge of the incident, including the Duty Officer, will submit an Incident Report in JJIS prior to the end of their shift.
8. In any situation where staff are uncertain as to how to respond to an incident or require direction, they should contact any or all of the following:
 - a. Juvenile Detention Unit Supervisor (JDUS) on the unit
 - b. Duty Officer or Juvenile Detention Facility Supervisor (JDFS)
 - c. Assistant Deputy Chief Probation Officers of Juvenile Detention
 - d. Deputy Chief Probation Officer of Juvenile Detention

B. Documenting Medical Information

1. Information of a medical nature, such as *medical diagnoses* and *medical treatments*, shall never be placed in Incident Reports.
2. This does not preclude staff from describing symptoms or complaints in Incident Reports, such as a nosebleed, complaint of ankle pain, headache, etc. and general treatment information such as “an ice pack was provided” or “youth is placed on bed rest.” Such descriptions of medical symptoms or complaints are often important and necessary parts of Incident Reports.

Enter the new information for this record and click on the Save button.

Incident Information

Incident Date		Time	
Reported Date		Time	
Type			
Location			
Reported By			

Persons Involved

Individual's Involvement	
Others	

Incident Details

Possible Events	Events Occurring During Incident
Assault (36) Battery and Fighting (108) Communicating with Minors in room(s) (6) Continued Inappropriate Behavior (36) Destruction/Defacing County Property (36) Escape Attempt (108) Gang Remarks/Sign Language (36) Horseplay: Touching other Minors or Staff (18) Inappropriate or Demeaning Comments (36) Inciting Riot(s) (108)	

Description

0145

Attachment A