

ROUTING OF SPECIAL INCIDENT REPORTS AND DISCIPLINARY HEARING PAPERWORK

- AUTHORITY:** California Code of Regulations, Title 15, Section 1390 and 1391
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-3-308, dated 08/28/17
- FORMS:** Special Incident Report (Institutions) (SIR) (F057-7018)
Notice of Disciplinary Hearing Before (F057-6053)
the Disciplinary Hearing Officer (DHO)
Rights at Disciplinary Hearing (F057-6054)
Disciplinary Hearing Officer Report (F057-6055)
- PURPOSE:** To provide a uniform method of routing Special Incident Reports (SIRs) and due process paperwork at the Youth Guidance Center (YGC).

I. PROCEDURE

A. SIRs

The completed SIR is to be delivered to the Duty Officer (D.O.) as early as possible in the shift during which the incident occurred.

1. The D.O. will:
 - a. Ensure that the SIR is complete, accurate, and meets the criteria outlined in PMI 3-1-303 (Special Incident Report).
 - b. Approve the SIR by signing, dating, and noting name and title in the lower right of the SIR face page.
 - c. Bring the matter directly to the attention of YGC Administration or the Administrator in Charge for further review if the incident warrants.
 - d. Inform the unit of the disposition.
 - e. Note the incident and its disposition in the Duty Officer **Notes**.
 - f. Place the original SIR and any attached statements on the Duty Officer clipboard for further copying and routing, unless the disposition includes referral to a Disciplinary Hearing. In this case a photocopy of these documents goes to the clipboard, and the original accompanies the DHO packet.
 - g. Route the yellow copy of the SIR to the unit, and the pink copy to the Unit Supervisor.
2. Deputy Juvenile Correctional Officer (DJCO) – D.O.

The DJCO (D.O.) will reproduce copies needed and distribute as follows:

- a. Special Incident Reports:
 - 1) Division Director
 - 2) Assigned Deputy Probation Officer (DPO). Additional copies will be made in those instances where more than one DPO is listed.
 - 3) Unassigned DPO. In cases where a DPO has yet to be assigned, a copy will be routed to MOB Records for distribution upon assignment.
- b. The original SIR and forms are to be attached and routed to the unit Supervising Juvenile Correctional Officer (SJCO). Additional copies will be made in those instances where more than one SJCO is involved (SIR's).
- c. The unit supervisor will review the SIR and due process paperwork. Upon completion of review, the unit supervisor will ensure that the original SIR, etc., is filed in the youth's folder and all previous copies disposed.

B. D.O. PAPERWORK

1. If an incident is referred to the Disciplinary Hearing Officer, the D.O. or his designee will:
 - a. Fill out the upper portion of the Notice of Disciplinary Hearing. Fill in the name of the "Fact Finder". The individual who signed the SIR and referred the incident to a DHO automatically makes that individual the "Fact Finder". The signature/referral confirms that there is reason to believe that the youth has committed a "Major Infraction" as described in 3-1-043, and that the SIRs and any accompanying documents provide all needed information.
 - b. Fill out the DL# on the Rights at Disciplinary Hearing.
 - c. Fill out the upper section of the Disciplinary Hearing Officer Report.
 - d. Serve the youth with the Notice of Disciplinary Hearing and ensure that the remaining sections of the form are completed.
 - e. Serve the youth with Rights at Disciplinary Hearing form. The youth is to initial each of the individual rights, and sign and date the document.
 - f. The yellow copies of the "Rights" and "Notice" forms are given to the youth.

- g. The originals of these two forms are clipped to the original SIRs and originals of any other documents. The pink copies of these two forms are attached to copies of the same. These two copies, together with the Disciplinary Hearing Officer Report, are to be placed in the assigned SJCO's mailbox.
2. After completing the Disciplinary Hearing, the DHO will notify the unit of the disposition via e-mail "Prob- YGC DH Results" along with the unit and assigned DPO.
- a. The original of the entire DHO packet is given to staff on duty to record in the automated logbook and then routed to the youth's folder via the unit supervisor.
 - b. The pink copy of the packet is routed to the Division Director for review.
 - c. The pink copy is then routed to clerical staff that will log the information and place the packet in the facility's DHO file.

REFERENCES:

Procedures:	1-4-123	Prevention, Detection, Reporting and Response to Incidents of Sexual Abuse, Harassment and misconduct in Juvenile Facilities (PREA)
	3-1-043	Behavior Management and Disciplinary Due Process
	3-1-303	Special Incident Reports
	3-1-309	Sexual Abuse Investigations

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APPROVED BY: