SPECIAL INCIDENT REPORTS/ROUTING SIR/DHO PAPERWORK

AUTHORITY: Administrative Directive

California Code of Regulations, Title 15, Sections 1362, 1390, and 1391

RESCINDS: Procedure Manual Item 3-1-303, dated 06/01/18

Procedure Manual Item 3-3-308, dated 11/27/19 Procedure Manual Item 3-8-308, dated 01/15/20

FORMS: Notice of Discipline ICMS

PURPOSE: To provide a uniform method of documenting, recording, and reporting

special incidents and due process paperwork.

GENERAL INFORMATION

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.

- A. Special Incident Reports (SIRs) are legal documents.
- B. Special incidents must be documented accurately, thoroughly, and professionally.
- C. SIRs must be written and turned in within 24 hours of the incident.
- D. Numerous people with various backgrounds may read SIRs, so all SIRs must be written entirely and accurately to allow a person who does not know your facility to get a clear and realistic picture and understanding of exactly what happened.
- E. SIRs are the primary documents used to support law or rule violations charged against a youth, to defend against liability cases related to a lawsuit, and by the Disciplinary Hearing Officer in due process hearings.
- F. All SIRs must give complete information about who, what, when, where, why, and how.
- G. Incidents that require a 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

 Staff must notify their supervisor, Duty Officer (DO), or Acting Duty Officer (ADO) of any incident and submit an original SIR to that person as soon as possible.

- 2. An SIR shall be completed and submitted to the Duty Officer/facility manager within 24 hours of the incident. Exceptions are as follows:
 - a. Staff was injured in the incident and was transported to the hospital
 - b. It occurs at the end of your double and beyond 16 hours
- 3. Do not use symbols or abbreviations, such as LME, for Large Muscle Exercise because SIRs are often routed to people unfamiliar with these abbreviations.
- 4. Notify the Medical Unit of any incident requiring medical attention and record this on the SIR.
- 5. Write and submit a Maintenance Request on any damage to County property incident, in conjunction with a SIR documenting the event.
- 6. If you need help deciding whether to write a SIR, write it. Always keep the Duty Officer apprised of the situation warranting this document.

B. Completing the Automated SIR

1. The main body writer will create the incident number for all staff who must write a SIR.

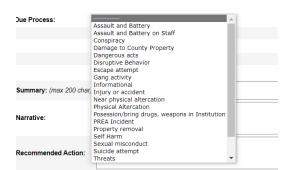


a. After creating a new SIR number, the Main body writer will fill in the information needed. The incident date and time. Then they will choose the "Type" of report. Select institution.



b. Next, the Main body writer will select the institution, unit, and Room number if applicable.





c. Next, the main body writer will select the nature of the incident.

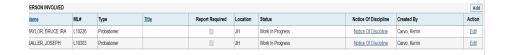
d. The main body writer will enter the persons involved. This includes youth or a collaborative.



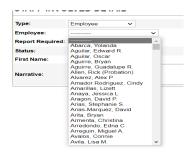
- e. Then they will select "type." This section is for who the report is about.
 - "Probationer" will be the youth involved in the incident
 - "Employee" will be a county employee
 - "Other" will be a collaborative member



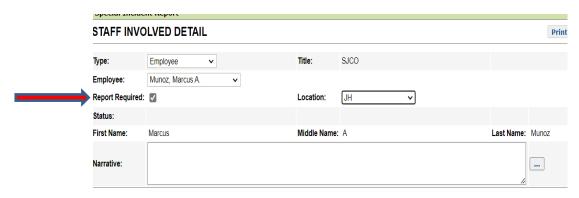
The screen will look like this when finished.



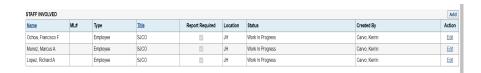
f. The main body writer will enter all staff involved; this is for those writing supplemental reports. Click "Add" and then search for the staff name.



g. Once the staff name has been selected, you will see this screen; the main body writer will then check the "report required" box



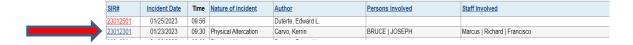
h. All staff who need to submit a report will be listed. Click on "Edit" on the line with your name.



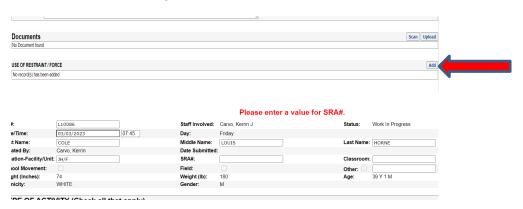
i. You can click on the three small dots to the right of the screen, and a larger window will appear with a spell-check function. Fill in all boxes seen below. If pepper was not used in the boxes associated with the decontamination, then write "Not Applicable" If all boxes are not filled in, you cannot move on with the writing process.



- 2. All staff required to write will contact the main body writer to get the incident number and find it on the ICMS SIR screen.
 - a. Select the report and open it.



3. All staff who used force in an incident must select the use of force tab. This will automatically take you to the use of force form. All sections must be completed. If something is not applicable, then write "N/A."



a. All staff must write when Medical, mental health, and parents were called. This must also be written in your narrative.



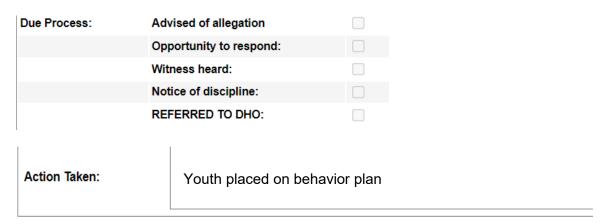
4. If the use of force incident required pepper spray to be used, once you check the box for pepper spray on "types of force used," a window will appear when you submit the form. Click yes and fill out the pepper spray form.



- 5. When you finish your SIR and Use of Force report, submit your SIR where applicable.
- 6. Main body writer will make sure all SIRs and Use of Force reports, where applicable, are finished and will submit the SIR packet to the Duty Officer or SJCO within 24 hours unless otherwise approved per section II., A, 3.
- 7. An SJCO/DO must authorize any delay in writing a SIR, and the reason and authorization must be noted in the SIR

III. DISCIPLINARY HEARING AND DUE PROCESS

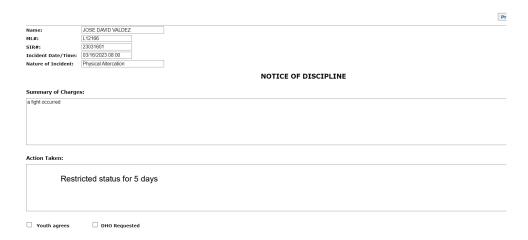
- A. Staff are to ensure the youth have been advised of the allegation and had the opportunity to respond and must document it in their SIR.
- B. In the automated SIR system, the supervisor is to check the due process boxes and type in the action taken for discipline



C. Supervisors will open the notice of discipline when the report is submitted.



D. The notice of discipline will now appear. Supervisors are to print this screen, talk to the youth, and see if the youth agrees or requests a DHO. Have the youth sign the form then the supervisor signs the form. The supervisor then uploads the signed form to the SIR packet.



REFERENCES:

Procedures: 1-4-123

Prevention, Detection, Reporting, and Response to Incidents of Sexual Abuse, Harassment, and misconduct in Juvenile Facilities (PREA)

	3-10-1	Behavior Management and Disciplinary Due Process
	3-15-5	Sexual Abuse Investigations
Policy:	A-1 A-2	Policy, Procedure, and the Law Upholding Departmental Philosophy and Principles

K. Carvo

APPROVED BY: