

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.	

I. 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
 - 1. 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.

The screenshot shows the 'SPECIAL INCIDENT REPORT - LIST' search parameters form in the ICMS system. The form includes fields for SIR#, Incident Date - Start, Time (hh:mm), AL#, Institution, Nature of Incident, End, Time (hh:mm), Status, Unit, Author, Person Involved, Staff Involved, and Type. There are 'Search', 'Clear', and 'Add New' buttons at the bottom right. A red arrow points to the 'Add New' button.

- 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.

The screenshot shows the 'SPECIAL INCIDENT REPORT DETAIL' form. The 'Nature of Incident' dropdown menu is open, showing options: Field, Institution, Division, YRC, and ACP. Other fields include Status, SIR # (23012301), Author, Incident Date, Time (hh:mm), Type, and Due Process with checkboxes.

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

The screenshot shows the bottom portion of the SIR form with dropdown menus for Institution (selected: Institution), Unit (selected: JH), Room# (selected: NONE), and Nature of Incident (selected: -----).

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

Due Process:

Summary: (max 200 char)

Narrative:

Recommended Action:

- Assault and Battery
- Assault and Battery on Staff
- Conspiracy
- Damage to County Property
- Dangerous acts
- Disruptive Behavior
- Escape attempt
- Gang activity
- Informational
- Injury or accident
- Near physical altercation
- Physical Altercation
- Possession/bring drugs, weapons in Institution
- PREA Incident
- Property removal
- Self Harm
- Sexual misconduct
- Suicide attempt
- Threats

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

PERSON INVOLVED

No record(s) has been added

Add



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

Special Incident Report

PERSON INVOLVED DETAIL

Print Preview Edit Save Submit Un-Fin

Type: [dropdown] Title: [text box]

Report Required: Location: [dropdown]

Status: [dropdown] Release Date: [text box] DPO#: [dropdown]

First Name: [text box] Middle Name: [text box] Last Name: [text box]

The screen will look like this when finished.

Name	ML#	Type	Title	Report Required	Location	Status	Notice Of Discipline	Created By	Action
TAYLOR, BRUCE IRA	L10226	Probationer		<input checked="" type="checkbox"/>	JH	Work In Progress	Notice Of Discipline	Cano, Kerrin	Edit
SALLER, JOSEPH	L10303	Probationer		<input checked="" type="checkbox"/>	JH	Work In Progress	Notice Of Discipline	Cano, Kerrin	Edit

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.

Type: Employee

Employee: [dropdown]

Report Required: [checkbox]

Status: [dropdown]

First Name: [text box]

Narrative: [text box]


- Abarca, Yolanda
- Aguilar, Edward R.
- Aguilar, Oscar
- Aguirre, Bryan
- Aguirre, Guadalupe R.
- Allen, Rick (Probation)
- Alvarez, Alex P.
- Amador Rodriguez, Cindy
- Amarillas, Lizett
- Anaya, Jessica L.
- Aragon, David P.
- Arias, Stephanie S.
- Arias-Marquez, David
- Arita, Bryan
- Armenta, Christina
- Arredondo, Edna C.
- Arrequin, Miguel A.
- Avalos, Connie
- Avila, Lisa M.

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

STAFF INVOLVED DETAIL Print

Type: Title: SJCO

Employee:

 Report Required: Location:

Status:

First Name: Marcus Middle Name: A Last Name: Munoz

Narrative:

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

STAFF INVOLVED									Add
Name	ML#	Type	Title	Report Required	Location	Status	Created By	Action	
Ochoa, Francisco F		Employee	SICO	<input type="checkbox"/>	JH	Work In Progress	Carvo, Kerrin	Edit	
Munoz, Marcus A		Employee	SICO	<input checked="" type="checkbox"/>	JH	Work In Progress	Carvo, Kerrin	Edit	
Lopez, Richard A		Employee	SICO	<input type="checkbox"/>	JH	Work In Progress	Carvo, Kerrin	Edit	

- 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.

Narrative:

Decontamination (If Needed):

5 Min Room Checks (On Youth Sprayed/Oversprayed):

Room Confinement:

Medical:

CEGU/Safe Schools:


Notifications:

Due Process:

Conclusion/Recommendation:

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.



SIR#	Incident Date	Time	Nature of Incident	Author	Persons Involved	Staff Involved
23012501	01/25/2023	09:56		Duterte, Edward L		
23012301	01/23/2023	09:30	Physical Altercation	Carvo, Kerrin	BRUCE JOSEPH	Marcus Richard Francisco

- 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."

The screenshot shows a web interface with two document upload sections. The first section is titled "Documents" and contains a "No Document found" message, with "Scan" and "Upload" buttons. The second section is titled "USE OF RESTRAINT/ FORCE" and contains a "No record(s) has been added" message, with an "Add" button. A red arrow points to the "Add" button. Below the sections, there is a red error message: "Please enter a value for SRA#." The form fields include: ID: L10086, Date/Time: 03/03/2023 07:45, Staff Involved: Carvo, Kerrin J, Status: Work In Progress, Incident Name: COLE, Middle Name: LOUIS, Last Name: HORNE, Reported By: Carvo, Kerrin, Date Submitted, SRA#, Classroom, School Movement, Height (Inches): 74, Weight (lb): 180, Age: 39 Y 1 M, and Ethnicity: WHITE.

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

The screenshot shows a form section titled "TIME REQUIRED TO CONTAIN YOUTH" with a red error message: "Please enter all the fields before submitting." The fields include: Time Required to Contain Youth (3-5), Time Medical Called (07:50), Time Mental Health Called (07:51), Time Parents are Called (08:05), Time Seen by Med (08:10), and Time Seen by MH (09:10). There is also a checkbox for "Notification to Parent/Guardian" which is checked, with the text "Spoke to youths Father". Below the form is the text "EFFECT OF FORCE USED ON YOUTH (Check all that apply)".

- 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.

The screenshot shows a "Pepper Spray Alert" dialog box overlaid on a form. The dialog box asks "Do you need to create a Pepper spray form?" and has "Yes" and "No" buttons. The background form shows fields for "Height (lb): 180", "Gender: M", "Assault on Youth", "Mental Health", and "Escape Attempt".

- When you finish your SIR and Use of Force report, submit your SIR where applicable.
- 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.
- 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

Due Process:	Advised of allegation	<input type="checkbox"/>
	Opportunity to respond:	<input type="checkbox"/>
	Witness heard:	<input type="checkbox"/>
	Notice of discipline:	<input type="checkbox"/>
	REFERRED TO DHO:	<input type="checkbox"/>

Action Taken:	Youth placed on behavior plan
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- C. Supervisors will open the notice of discipline when the report is submitted.

PERSON INVOLVED										Add
Name	ML#	Type	Title	Report Required	Location	Status	Notice Of Discipline	Created By	Action	
VALDEZ, JOSE DAVID	L12166	Probationer		<input type="checkbox"/>	JH	Wa	Notice Of Discipline	Carvo, Kerrin	Edit	

- 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.

Pr

Name: JOSE DAVID VALDEZ
 ML#: L12166
 SIR#: 23031601
 Incident Date/Time: 03/16/2023 08:00
 Nature of Incident: Physical Altercation

NOTICE OF DISCIPLINE

Summary of Charges:
 a fight occurred

Action Taken:
 Restricted status for 5 days

Youth agrees DHO Requested

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 Policy, Procedure, and the Law
A-2 Upholding Departmental Philosophy and Principles

K. Carvo

APPROVED BY: