

SPECIAL INCIDENT REPORTS/ROUTING SIR/DHO PAPERWORK

AUTHORITY:	Administrative Directive California Code of Regulations, Title 15, Sections 1362, 1390, and 1391 Welfare and Institutions Code Section 625.6
RESCINDS:	Procedure Manual Item 3-15-001, dated 08/18/23
FORMS:	Notice of Discipline ICMS
PURPOSE:	To provide a uniform method of documenting, recording, and reporting special incidents and due process paperwork for facilities .

I. GENERAL INFORMATION

A written report of all incidents resulting 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 **shall** be written and turned in within **48** hours of **an** incident.
- D. Numerous people with various backgrounds may read SIRs, so all SIRs **shall** be written **thoroughly** and accurately to allow a person who **may be unfamiliar with juvenile facilities**, 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 **issues**, riotous behavior, stealing, gang-related behavior, **sexual** activity, fire, flood, restraint, damage **to property**, loss of property, failure to follow directions, disruptive behavior, etc.

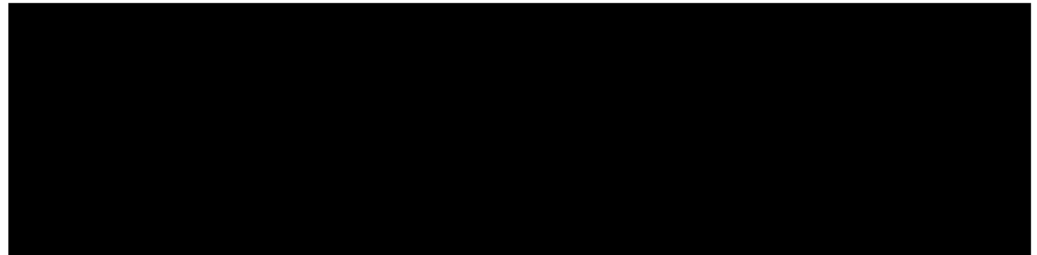
II. PROCEDURE

- A. Preparation
 - 1. Staff **shall** notify their supervisor, **or** Duty Officer (DO), of any incident and submit a SIR to that person as soon as possible **but no longer than 48 hours**.

2. An SIR shall be completed and submitted to the **unit Supervising Probation Correctional Officer (SPCO) or Duty Officer** within **48** hours of the incident. Exceptions are as follows:
 - a. Staff was injured in the incident and was transported to the hospital **or out for an extended period due to injury**
3. Do not use symbols or abbreviations, such as LME, for Large Muscle Exercise because SIRs **can be viewed by** people unfamiliar with these abbreviations.
4. Notify the Medical Unit of any incident requiring medical attention and record in the SIR.
5. **A SPCO will contact the [REDACTED] to submit any requests for damage to County property,** in conjunction with an SIR documenting the **incident from the DPCO.**
6. Per Welfare and Institutions (WIC) Code 625.6, **for any youth 17 years or younger, an attorney must be called prior to Miranda being given to the youth during any investigation.**

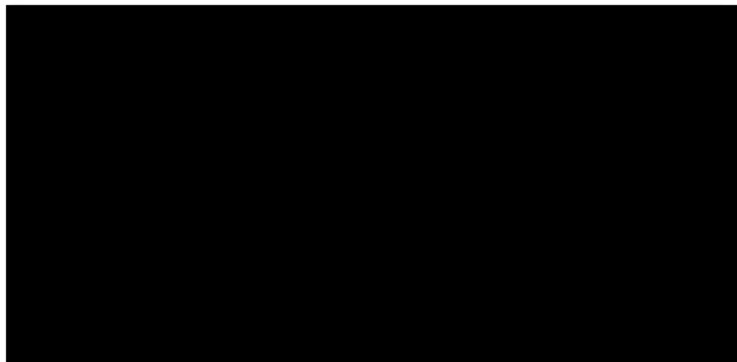
B. Completing the Automated SIR

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

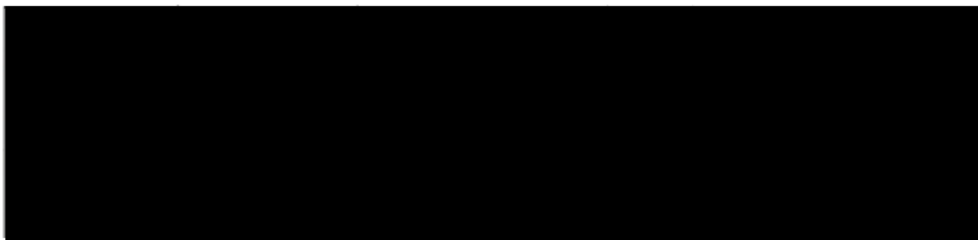


- a. After creating a new SIR number, the Main body writer will fill in the incident date and time **and** choose the "Type" of report.

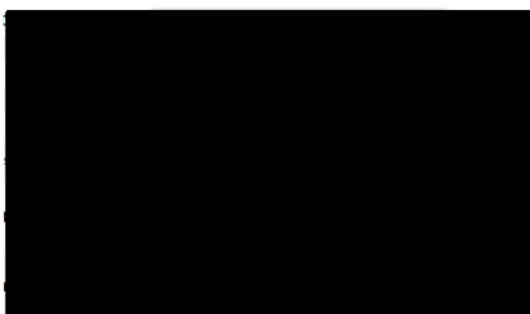
SPECIAL INCIDENT REPORT DETAIL



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



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

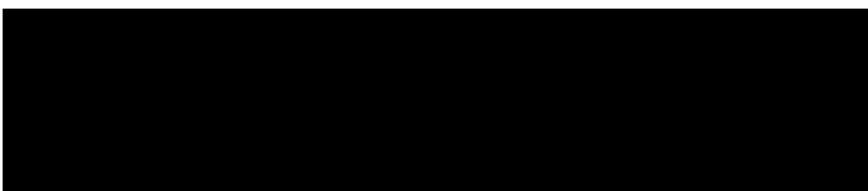


- d. The main body writer will enter the person(s) involved. This includes youth or a collaborative.



- e. Then they will select "type." This section is for who the report is about.

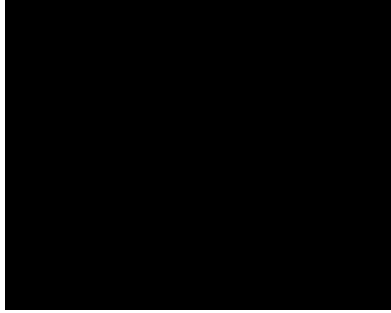
"Probationer" will be the youth involved in the incident
"Employee" will be a county employee
"Other" will be a collaborative member



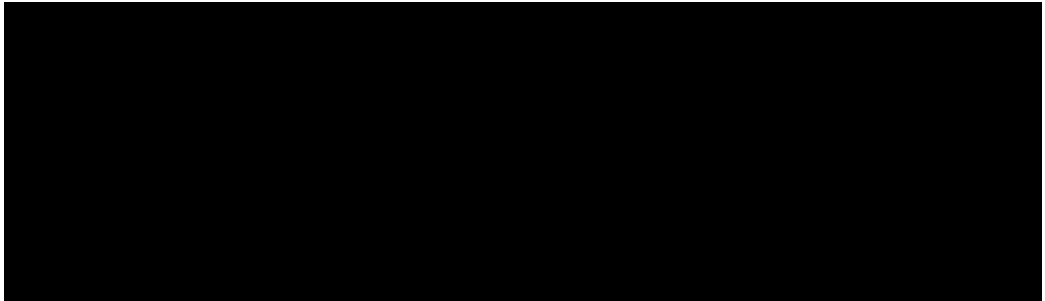
The screen will look like this when finished.



- 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.



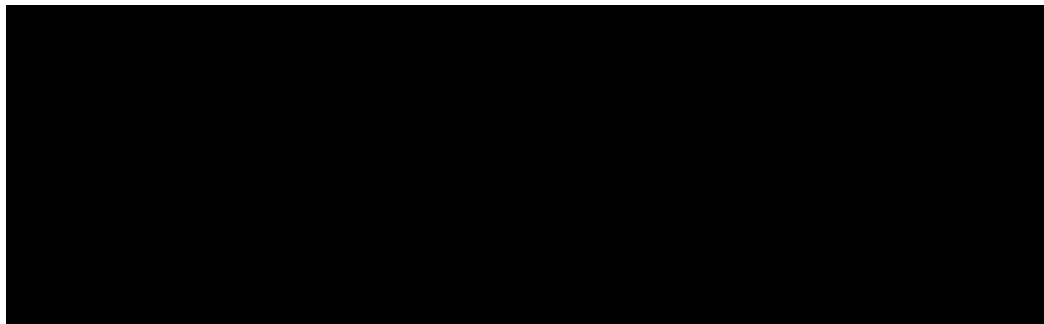
- g. Once the staff name has been selected, you will see this screen; the main body writer will then check the “report required” box.



- 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.

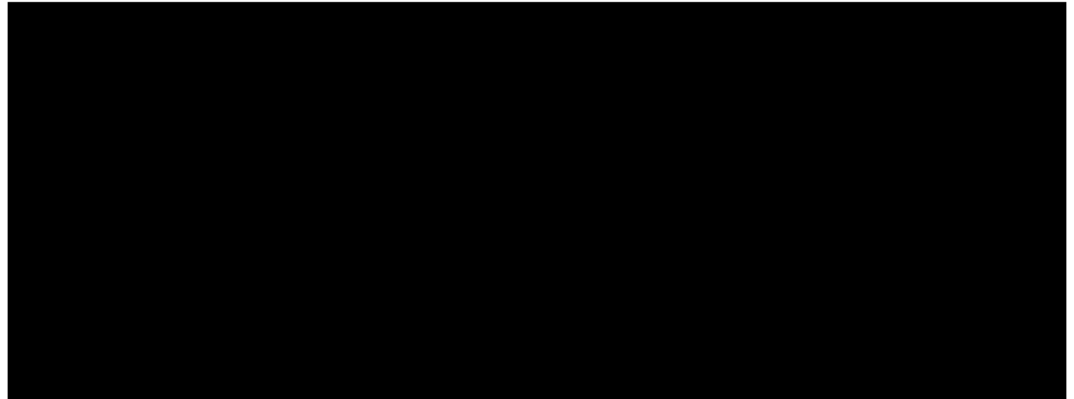


- 2. All staff required to write will contact the main body writer to get the incident number and find it on the **Integrated Case Management System (ICMS)** SIR screen.

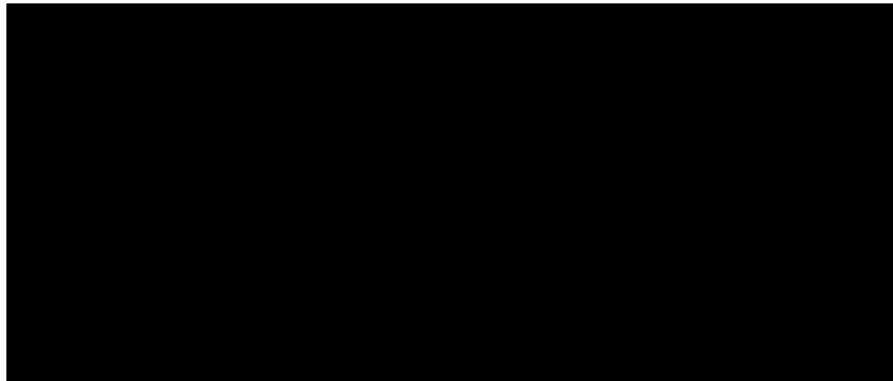
- a. Select the report and open it.



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."



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.
6. **The 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 SPCO within 48 hours unless otherwise approved per section II., 2., a.**
7. An SPCO/DO must authorize any delay in writing an SIR, the reason and authorization must be noted in the SIR **SPCO Notes**.

III. DISCIPLINARY HEARING AND DUE PROCESS

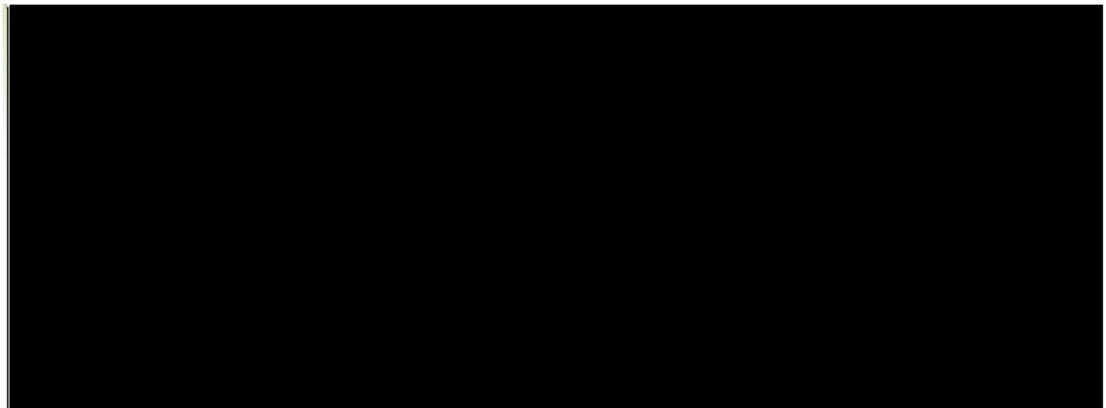
- A. Staff are to ensure the youth have been advised of the allegation and have had the opportunity to respond **which must be documented in the main body SIR and on the Notice of Discipline.**
- B. In the automated SIR system, **the main body writer** is to check the due process boxes and **type in the recommended action for discipline, along with the youth's response, and if they want any witnesses or a DHO.**



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



- D. The notice of discipline (NOD) 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. **The NOD is to be served by the Duty Officer immediately after the incident.**



REFERENCES:

Procedures:	1-4-123	Prevention, Detection, Reporting, and Response to Incidents of Sexual Abuse, Harassment, and misconduct in Juvenile Facilities (PREA)
	3-10-001	Disciplinary Due Process
	3-15-005	Sexual Abuse Investigations
Policy:	A-1	Policy, Procedure, and the Law
	A-2	Upholding Departmental Philosophy and Principles

K. Carvo

APPROVED BY: