3-04/040.55 - Security Incident Reporting

All incidents occurring within Court Services Division shall be immediately reported to a supervisor. After verbal notification, the incident shall be documented following Volume 4, Manual of Policy and Procedures, Case Assignment and Reporting.

A Security Incident Worksheet shall be completed by branch personnel when one of the following incidents occurs:

- Arson (Attempt/Actual)
- Judicial Threat
- Burglary/Robbery
- Other Threat
- Bomb Threat (Search/Evacuation)
- Physical (Altercation/Assault)
- Contraband Confiscated
- Restraints Used
- Disturbance
- Suspicious Activity
- Escape (Attempt/Actual)
- Suspicious Package
- Gang Related Incident
- Search Refusal
- Hostage/Lynching
- Theft
- High Risk Trial
- Unlawful Entry
- Illness or Injury
- Vandalism
- Weapon Confiscated

The completed forms shall be submitted daily to the branch supervisor who will initial the forms and be responsible for ensuring their entry into the Courthouse Activity Log (CAL). For additional information refer to Administrative Volume 1-05/050.00 Notification and Reporting of Significant Incidents

(Refer to CSDNet, "Forms" for the Security Incident Worksheet.)