7-03/110.00 Inmate Incident Reports

Inmate discipline is the outcome of the process of orientation, training, guidance and punitive sanctions intended to bring about orderly conduct and personal responsibility.

Discipline should be based on realistic, acceptable and understandable standards. Counseling and advising an inmate of expected conduct is encouraged for a first violation of a minor nature.

When a rule is violated, discipline should be prompt and fair. The disciplinary process must conform to constitutional standards of due process, and the provisions of the California Administrative Code Title 15, which regulates discipline for inmates who violate jail rules and regulations.

Inmates involved in any disciplinary action, other than counseling or reprimand shall have the right to an administrative process or hearing within 72 hours of the incident.

Deputies observing an inmate commit a major infraction of the rules shall immediately advise the inmate of the violation(s) orally and subsequently issue him a copy of "Notice of Disciplinary Violation" (SH-J-380). The form lists seventeen different jail violations. An "Inmate Incident Report" (SH-J-213) must be completed.

The half sheet "Notice of Disciplinary Violation" must be written in duplicate, one copy is given to the inmate and the original submitted with the "Inmate Incident Report." The inmate cannot be taken to Sergeant's Court for 24 hours after this notice has been given to the inmate. This is a required time limit given to the inmate to prepare his defense.

The "Inmate Incident Report" (white card) must be completed within a reasonable time to allow the paper path for approval, and to be delivered to Men's Central Jail for Sergeant's Court.

If the inmate is housed at Men's Central Jail, the Deputy shall complete an "Inmate Incident Report" specifying the circumstances surrounding the violations. All witnesses to the incident shall be identified in the report, relevant statements included, and any evidence held. The report must be turned in as soon as possible, but in all cases prior to the end of shift.

The Desk or Field Sergeant shall review the report, interview the Deputy, inmate and/or witnesses, and record his findings and recommendations on the Incident Report, then approve the report. The Watch Commander shall conduct a more thorough investigation, if the circumstances warrant, and sign the review box. If the Watch Commander is off duty, the Watch Sergeant may sign both the approved and reviewed portions of the report.

A copy of all incident reports must be maintained at Transportation Bureau. The report is filed alphabetically within each year. The approved Inmate Incident Report shall be delivered to Men's Central Jail and placed in the top tier of the Legal Sergeant's tray located in the Watch Sergeant's Office.

If the inmate is not housed at Men's Central Jail, the original Incident Report shall be delivered or faxed to the facility where the inmate is housed, this must be done within 24 hours.

Some incidents may occur while en route to a jail facility. The Deputy may deviate from the above process by giving the violator a copy of "Notice of Disciplinary Violation," and then write the "Inmate Incident Report," at the facility. Submit the report to the Custody Shift Supervisor who can incorporate the Incident Report with the

facilities disciplinary process. Make a copy of the Incident Report for the Transportation Bureau file.

If the incident involves the writing of a "First Report" (SH-AD-49) it should be noted that no discipline will be imposed unless an "Inmate Incident Report" is also written. In these cases, it is permissible to omit a narrative description of the rule violations and simply refer to the URN file number. A copy of the **approved "First Report"** shall be attached to the Inmate Incident Report by the reporting Deputy.