

## 4-01-300 Deferred Reports

### PURPOSE OF ORDER:

To establish procedures for the deferring of report.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

### ORDER:

When any of the following criteria apply to the report being considered for deferment, the report shall be completed before the employee goes home unless otherwise directed by the Watch Commander.

- The report would be critical to the follow-up investigation and the inmate's release is imminent, or his next court date is within 48 hours.
- The employee will be off for a period exceeding 48 hours.
- A noteworthy person is listed as the victim or suspect.
- The report will be assigned to a unit outside of Custody Division.
- The incident provided workable information which requires follow-up prior to the employee's return to work.
- A Deputy or Custody Assistant is listed as a victim or suspect.

The Watch Sergeant shall be the only person to approve the deferment of a report, and shall be notified prior to the end of the employee's shift of such a request. The Watch Sergeant shall determine if any of the above criteria apply to the report in question. Another option to consider before deferment, is to ask the on-coming shift to conduct follow-up inquiries/investigations and to write the appropriate supplementary reports.

The following reports shall not be deferred:

- Inmate Injury Report
- Behavioral Observation Report
- Special Handling Card

Once the report is cleared for deferment, the employee shall:

- Print the required information in the Deferred Report Log and present it to the Watch Sergeant who shall affix his name.
- Fill in the face page of the report, complete with an URN and Unit Reference Number, and write "DEFERRED" in the upper right corner.
- Copy the completed face page and retain the original for completion. The copy will be submitted to the Watch Sergeant for attachment to the Deferred Report Log for reference.
- Complete the deferred report as soon as possible on the next shift worked and have it approved by the

Floor or Watch Sergeant.

- Ensure that the deferred report is cleared from the Deferred Report Log.
- Notify the Watch Sergeant if there is a compelling, substantial reason why the report cannot be completed on schedule. No report shall be deferred longer than 48 hours.

NOTE: Watch Sergeant's shall follow up on all incomplete deferred log entries. The Watch Sergeant shall determine the proper course of action to ensure the completion of the report.

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