4-08-340 Reference Number

PURPOSE OF ORDER:

Reference Numbers are key to data consistency and integrity. The following guidelines shall be adhered to in order to accurately track all reports at Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

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

ORDER:

Unit Reference Numbers shall be issued by Facility Control personnel and recorded with all identifying data for each number on the Unit Reference Number Log. Unit Reference numbers shall be used to identify occurrences within TTCF with the exception of the Watch Commanders Service Comment Form.

Unit Reference Numbers only are required on the following:

- Inmate Incident Reports(Administrative Offenses)
- Inmate Complaints
- Mental Observation & Psychiatric Referral
- Restraint Memo
- Use of Force Allegation Memo
- Physical Contact Memo

If a crime or injury is involved, a Unit Reference Number <u>and</u> an Uniform Report Number (URN) are required.

All personnel requesting a Unit Reference Number shall provide Facility Control personnel the following information:

Name(s) of the inmate(s) involved:

- Booking number(s)
- Number of Injuries/Incidents
- Type of Incident and Location
- Handling Deputy/Officer, Shift & Employee Number
- Notification of a Force Package

The original copy of the Unit Reference Number Log is maintained in the TTCF Administration Office by the Stat Coordinator. A copy of the Unit Reference Number Log is also maintained in the Watch Sergeant's office. It is the responsibility of the Stat Coordinator to keep the log book current.

The following is the format for the Reference Number(s): Reporting District; Date (199XMMDD); Sequence Number. Example below:

REPORTING DISTRICT   **DATE**   **SEQUENCE NUMBER**

5800   **-**   **YYYY-MMDD**   **-**   **XXX**