# 7-03/070.10 Reporting Procedures

The Department Manual of Policy and Procedures requires a Complaint Report (SH-R 49) be written to document an injury when medical aid is sought for an inmate when a crime is involved and that inmate is in any court, court lockup, station area, or in transit.

The Complaint Report will be completed by the Deputy who is responsible for the inmate at the time of the injury.

If the inmate is in the custody of another police agency, the Deputy who first accepts custody of the injured inmate also accepts the responsibility for completing the necessary reports.

Transportation Bureau personnel shall not accept an injured inmate from a Sheriff's Department facility without a completed Complaint Report.

The Deputy completing the report will furnish a copy to the Transportation Bureau Deputy transporting the inmate to the custody facility.

The transporting Deputy will then give the copy to the Inmate Reception Center Receiving Deputy. If the report has not been approved by the time the bus crew departs, a copy marked "unapproved copy" will accompany the inmate.

If the inmate becomes ill or injured while in the custody of Transportation Bureau personnel, the transporting Deputy will complete the Complaint Report and forward the original to the Transportation Bureau Watch Sergeant.

The Watch Sergeant will send a copy of the Complaint Report to the medical facility.

The original report shall be forwarded to the Transportation Bureau secretary for processing.

The Custody Division "Inmate Ill or Injured" report (SH-J-212) required to admit an inmate for treatment is a Custody Division form only.

It is not necessary for Transportation Bureau to complete this second report. If it is required by Custody Division, Transportation Bureau personnel must complete and submit the report based on information in the Complaint Report.