4-10/055.00 Corrective Action Reports/After-Action Reports

Corrective Action Plans (CAPs) identify areas in need of improvement and proposed solutions that shall be developed and documented.

Examples of incidents which may require CAPs include, but are not limited to:

- Escapes/attempt escapes
- Major disturbances/riots
- Facility maintenance issues
- Annual Command Inspections
- Audits by county, state, or federal officials requiring corrective actions
- Any unusual occurrence within Custody Operations
- Any significant incident identified by a Department executive.

An After-Action Report (AAR) is used to summarize an incident and identify measures taken to return to normal operations.

AAR topics may include, but are not limited to:

- The facility response
- Tactics utilized
- Munitions expended
- Injuries sustained
- Property damaged
- Estimated repair cost
- Total repair time
- Decontamination procedures
- Overtime expended
- Lessons learned
- Any corrective action, training, and equipment purchased to improve future response efforts

UNIT COMMANDER RESPONSIBILITIES

Unit commanders (or their designees) shall submit copies of all CAPs and AARs generated by their facility to Custody Support Services Bureau's (CSSB) Outlook e-mail group, "CSS CAP Tracker Group."

To ensure CSSB retains the most up to date information for monitoring and tracking, copies of updates/changes to CAPs or AARs shall also be submitted to CSSB via an email directed to the “CSS CAP Tracker Group.”

CUSTODY SUPPORT SERVICES BUREAU

The CSSB Inspections Team shall maintain a log to monitor and track CAPs for the following annual inspections:

- Board of State and Community Corrections (BSCC)
- Department of Health and Safety
- Los Angeles City Fire Department
- Custody Operations Pre-Command Inspection.

The CSSB Incident Review Team shall maintain a log to monitor and track all other CAPs and AARs pertaining to Custody Services Division, excluding CAPs related to inmate deaths and suicidal inmates, which are tracked and monitored by the Custody Compliance and Sustainability Bureau's (CCSB) Death Review Team (refer to Custody Division Manual [CDM] sections 4-10/050.00, "Inmate Death – Reporting and Review Procedures," and 4-10/060.00, "Critical Incident Review Committee – Suicidal Inmates").

The CSSB Inspections and Incident Review teams shall each submit a CAP Tracking Report to the Assistant Sheriff of Custody Operations on a quarterly basis.