

## Incident Reports

### 327.1 PURPOSE

To set for general policy regarding incident reporting.

### 327.2 APPLICABILITY

This policy shall be applicable to all Department Employees.

### 327.3 DEFINITION

An incident requiring a report is defined as an occurrence that requires action or review by supervisory personnel, such as an occurrence which poses a potential for liability to the County and/or the department; involves injury to staff or clients; involves damage to County property or has potential for interest to the media. Examples of incidents that require a report are escapes, physical contact, use of force, vandalism, theft, loss of County property, and on the job injuries or accidents. In addition, encounters with the public, representatives of other County departments, government agencies, or private agencies that could generate negative external or media interest would also require an incident report.

### 327.4 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission.

#### 327.4.1 INITIATION OF REPORT

It is the responsibility of the staff member(s) involved in or observing the occurrence to complete the Incident Report. The specific Incident Report forms to be used are identified in each Service procedure manual. In the absence of a witness to an event such as in the case of vandalism, it is the responsibility of the Facility Manager or designee to prepare and submit the incident report.

#### 327.4.2 TIMELINESS OF REPORTING

Verbal notification of the incident should be given as soon as possible to the supervisor, after taking appropriate action to assist in addressing immediate safety issues (render first aid, riot control, notification to police, fire, medical, etc.) In all cases, a written incident report must be submitted to the supervisor on the date of the occurrence/detection unless otherwise approved by the supervisor.

Immediate reporting ensures that the Chief Probation Officer and the executive staff are informed of serious occurrences affecting the Department, and allows for appropriate direction and follow-up action.

#### 327.4.3 NARRATIVE

The narrative of the report must be clear, concise, and factual. All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any

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other sense, any actions taken, and relevant surrounding circumstances. Employees shall not suppress conceal, or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

Key questions to be answered by the narrative are: what occurred, to whom, when, where, and how. The Supervisor review must include a description of action taken or a recommended course of action.

Some incidents (vehicle accidents, injuries, thefts, etc.) require additional reports or forms. All required reports and/or forms must be completed in addition to the Incident Report.

### **327.5 CONFIDENTIALITY**

Incident reports are considered confidential and must be handled as such. Information contained in an incident report will only be released as necessary, as determined by the Chief Probation Officer, the Assistant Chief Probation Officer or the Deputy Chief Probation Officer in charge of the service.