



GENERAL ORDER

Event Reporting

Purpose and Scope

This order establishes requirements for completing, submitting, reviewing, and approving written electronic reports.

Affected Personnel

All employees

Authority

Administrative Directive

Effective Date

December 1, 2020

I. General

- A. Reporting requirements and applications may be set forth in this order, other orders, or in divisional Operations orders.

- B. Any associated outside agency report shall be attached to a departmental electronic report and forwarded for review. If the attached report contains the information herein, the electronic report need not include narrative of the event and shall instead reference the associated outside agency report.

II. Reportable Events

A report shall be completed following any of the events listed below:

- 1. With the exception of training, when an on-duty employee uses any physical effort, other than that which is required for compliance handcuffing, to overcome a subject's resistance;
- 2. Any off-duty use of force when an employee's position with the department is a factor associated with the use of force event;
- 3. All Conducted Electrical Weapon (CEW) deployments, including accidental discharges;¹
- 4. Any accidental discharge of a firearm, or the intentional shooting of an animal or inanimate object;²
- 5. Use of a breaching tool or other forced entry;³
- 6. When a firearm or CEW is drawn *and* pointed at a subject;

¹ Refer to the reporting requirements in the [Conducted Electrical Weapons General Order](#).

² For any discharge of a firearm by a sworn employee that results in injury or death to a person, see the reporting requirements in the Discharged Firearm General Order.

³ Refer to the reporting requirements in the Force Entry General Order.

7. Oleoresin Capsicum (OC) deployment;
8. Planned searches;
9. Arrests and associated transports;
10. Escape attempts/plans;
11. Suicide/suicide attempts;
12. Seizure of property;⁴
13. Property damage;
14. Injury (employee⁵, resident or client) and associated transports;
15. Rendering first aid, administering Naloxone (NARCAN), or when medical assistance is needed;
16. Traffic accidents involving a County vehicle or personal vehicle used for County purposes, regardless of fault or whether injuries were sustained;⁶
17. Activation of vehicle emergency lights, when associated with a reportable event;
18. Lost, damaged, or stolen County issued equipment;⁷
19. An employee receives a significant personal threat;
20. All protective custody detentions;
21. In-custody sexual assaults;⁸
22. Upon request from a supervisor or above;
23. Whenever an employee believes the circumstances should be documented;
24. Any assistance to an outside agency involving a reportable event, unless deemed unnecessary by a Supervising Probation Officer or above.

III. Submission of Reports

- A. After the event, all reports shall be submitted to the employee's supervisor as soon as possible but no later than two business days after the event; unless otherwise authorized by a supervisor or his/her designee.
- B. Any report prepared by an employee at the request of an outside agency, which is the lead investigative agency related to a critical incident, shall not be attached to an Event Report unless otherwise directed by a Probation Manager.

IV. Narratives

- A. The reporting employee creates the report and serves as the primary author of demographic and narrative content.
- B. A supervisor, watch commander, or manager has the discretion to require any employee involved in an event, or who may possess information relative to an event, to complete a supplemental narrative.
- C. All narratives shall answer who, what, where, when, why, and how and:
 1. Be accurate, concise, complete, and objective;

⁴ Refer to [Asset Seizure and Forfeiture General Order](#)

⁵ Worker's Compensation Paperwork and a Supervisor's Report of Injury/Illness are also required. Refer to [Sacramento County Workers' Compensation Information and Guidelines](#).

⁶ A Driver's Report of Accident (DRA) must be completed. If the accident results in injury to the employee, Workers' Compensation paperwork and a Supervisor's Report of Injury/Illness must also be completed. Refer to [Sacramento County Transportation Policy; Administrative Policy & Procedure, Vehicle Accidents While on Duty](#).

⁷ Refer to [Property: Lost, Damaged, or Stolen Property General Order](#) for additional reporting requirements.

⁸ Refer to [YDF Policy & Procedure Prison Rape Elimination Act; YDF Policy & Procedure, Sexual Assault Response](#).

2. State the events in chronological order;
3. Be written in first person, using active voice and past tense;
4. Include the last name of the employee(s) and/or subject(s) throughout the entire report;
5. Only describe what the writer personally did or observed, including circumstances perceived by the officer at the time of the event;
6. Include event details (date, approximate time, number of subjects, number of employees present);
7. Any known or suspected drug use, intoxication, medical or mental health issues;
8. Describe the location and conditions of the event (i.e. indoor or outdoor, daytime or nighttime, weather conditions);
9. Describe subject's behavior upon contact and engagement;
10. Indicate the justification for any use of force;
11. Indicate time of supervisor notification;
12. Note any observed injury or complaints of pain and/or injury;
13. Include a list of any seized or forfeited property, if any;
14. Indicate any medical treatment provided (employee, emergency responder, hospital), including who provided the treatment and what time treatment was provided or refused;
15. Include witness statements; and
16. A description of evidence collected; the name of the jurisdictional agency where any evidence was booked, and the time of evidence booking.

- D. Employees shall ensure any reports returned by the supervisor for edits are corrected and re-submitted for approval in a prompt manner.

V. Photographs, Audio, and Video

- A. All photographs, audio recordings, and video shall be taken using a department-issued camera, department-issued audio recording device, or department-issued smartphone. Personal devices shall not be used.
- B. An effort should be made to obtain consent before photographing or recording.
- C. Personally sensitive areas should be photographed or recorded with discretion.
- D. Photographs shall be taken of any visible or reported injury.
- E. Photographs, audio recordings, and video taken during the event shall be attached to the report(s).

VI. Supervisor Review

- A. All reports shall be submitted for review to a supervisor, or designee, who was not involved in the event.
- B. The supervisor shall:
 1. Ensure a report is completed for any of the circumstances identified in Section I above;

2. Ensure each report complies with all applicable reporting requirements outlined in this order;
3. Ensure all associated documentation is complete, reviewed, and attached to the report as appropriate (i.e. Operational Plan; Threat Assessment; arrest/offense report(s); booking paperwork; property sheets; photographs; audio and video recordings; Workers' Compensation paperwork);
4. Ensure any written statements from other witnesses are complete, reviewed, and attached to the report, if applicable (i.e. non-sworn personnel, contract employees, other county employees, etc.);
5. Ensure reports are submitted in a timely manner, based upon the circumstances of the event;
6. Ensure reports are free from spelling, grammar, punctuation errors; and the use of jargon, unless quoted;⁹
7. Complete the supervisor review within two (2) business days of receiving the completed report unless otherwise directed by an Assistant Chief Deputy or Chief Deputy. The review may include additional information, if needed, and shall state: "Reviewed and Approved";
8. Route the report to the Watch Commander when applicable; and
9. Conduct de-briefings with involved staff, as appropriate.

VII. Watch Commander Review

- A. As appropriate, a Watch Commander shall be responsible for reviewing all reports involving:
 1. Use of force;
 2. On duty firearm discharges, Conducted Electrical Weapon (CEW) deployments and OC deployments;
 3. Incidents involving employee or subject injuries;
 4. When a forced entry has been conducted, with or without the use of breaching tools; and
 5. Other incidents as directed or deemed appropriate.
- B. The written review shall be conducted by a Watch Commander who was not directly involved in the event. If another Watch Commander is unavailable, the review shall be completed by the involved Watch Commander's Assistant Chief Deputy.
- C. The written review helps ensure complete and accurate reporting and, when applicable, shall include:
 1. Alternative actions that may have been available, including recommendations for handling similar situations in the future; and
 2. Identification of training or policy issues.
- D. All Watch Commander reviews shall subsequently receive an administrative review by an appropriate manager.

⁹As part of employee development and training, reviewing supervisors are expected to work with employees to discuss errors discovered during the review process and provide guidance for improvement.

- E. If appropriate, the Watch Commander may route the report to the Asset Seizure Liaison, the Training Unit, the Policy and Compliance Unit, or the Range Master as applicable.

VIII. Confidentiality

- A. Reports are considered confidential by nature and should be handled as such. The determination of whether to release information contained in a report shall be the responsibility of the Chief Probation Officer, Assistant Chief Probation Officer, or Chief Deputy in charge of the affected division(s), in accordance with the Disclosure of Records, Reports, and Information General Order.
- B. Reports deemed sensitive in nature may be marked as such by a supervisor or above. The confidential information will only be available for viewing by supervisory and management personnel.

Amends/Replaces

Amends Event Reporting General Order Effective 8.4.2020

Authorized By Lee Seale, Chief Probation Officer

Date November 4, 2020