

MARIN COUNTY SHERIFF'S DEPARTMENT
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL

CHAPTER 1 - ADMINISTRATIVE
CUS - 1 - 7
PAGE 1 of 1

DATE
8-3-94

INCIDENT REPORTS

POLICY

A record of significant incidents which occur within the Marin County Jail will be promptly documented on a Crime or Incident Report. The report shall be submitted as soon as possible, but in any case, no later than 24 hours after the occurrence.

DEFINITIONS:

CRIME REPORT: A report that documents a criminal incident.

INCIDENT REPORT: A report which documents non-criminal events.

PROCEDURE

Custody Staff members shall document crimes, incidents, and information on the appropriate forms, using the report writing format as set forth by this Department. The report includes the names of person(s) involved, a description of the incident, the actions taken, and the date and time of occurrence. All reports will be written in accordance with the department's General Orders.

The report is submitted to the supervisor in charge for review and approval. The supervisor makes a copy and submits the copy to the Ops. Lieutenant within 24 hours of the event of the incident. The original report will be forwarded to the Sheriff's Office Records Division.

RELATED STANDARDS:

Title 15, Article 4, Section 1044
MCSO General Orders Section 510.32
MCSO General Orders Section 520.12

DATE REVISED

None

By order of

DANIEL PAYNE
BUREAU COMMANDER