

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: MEDICAL STAFF REPORTING OF INCARCERATED PERSON INJURIES H-700

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
April 4, 2011	07-11-24		07-11-24

APPROVED BY: Detentions Bureau Chief Deputy Cindy Cisneros

REFERENCE: DPPM C-100, DPPM D-200, DPPM D-300,
Kern Medical Center Correctional Medicine Policy 111.03

POLICY

In accordance with Kern Medical Correctional Medicine Policy 111.03, correctional medicine staff will report incarcerated person injuries that are either witnessed firsthand by medical staff or alleged to have occurred during an altercation with law enforcement officers. Correctional medicine staff will use the Incarcerated Person Injury During Arrest/Incarceration form (Attachment A) to document such injuries. Upon completion of the Medical Staff section, the form is to be routed to the Shift Supervisor.

DIRECTIVE #1

Any Sheriff's Office staff member who receives an Incarcerated Person Injury During Arrest/Incarceration form (Attachment A) will immediately forward it to the on-duty shift supervisor of the facility.

Procedure A: Processing of Incarcerated Person Injury During Arrest/Incarceration Forms

Upon receiving an Incarcerated Person Injury During Arrest/Incarceration form, the shift supervisor will:

- Complete the shift supervisor section of the form.
 - Review the facts of the incident, taking into consideration the provisions of Section D-300 of the Department Policy and Procedure Manual and the Peace Officers Procedural Bill of Rights (Government Code 3300 et. seq.) as applicable.
 - Provide the incarcerated person a complaint form as necessary or upon request.

TITLE: MEDICAL STAFF REPORTING OF INCARCERATED PERSON INJURIES H-700

- If employee misconduct is apparent or alleged, proceed as directed in Section D-300 of the Department Policy and Procedure Manual, including the Incarcerated Person Injury During Arrest/Incarceration form as part of the documentation to be forwarded up the chain of command.

Note: If preparing a memorandum pursuant to DPPM D-300, the narrative portion of the Incarcerated Person Injury During Arrest/Incarceration may refer to the memorandum. (e.g., “refer to attached memorandum.”) It is not necessary to duplicate the memorandum’s narrative on the form.

Note: These tasks will be completed by the supervisor and not delegated to a subordinate. (Senior Deputies and Detentions Senior Deputies may complete these tasks only if they are serving as the shift supervisor in the Sergeant’s absence.)

- Gather all related documentation (Incarcerated Person Injury During Arrest/Incarceration form, JMS incidents, MOBILE/LERMS reports, grievances, etc.) and forward the complete packet to the facility manager.

The facility manager will:

- Complete the facility manager section of the Incarcerated Person Injury During Arrest/Incarceration form and forward the complete packet to the Detentions Bureau Chief Deputy through the chain of command.

The Detentions Bureau Chief Deputy will:

- Review the packet and determine if an internal affairs investigation is warranted.
 - If an investigation is warranted, complete the Detentions Bureau Chief Deputy section of the Incarcerated Person Injury During Arrest/Incarceration form and proceed as directed in Section D-300 of the Department Policy and Procedure Manual. Forward the Incarcerated Person Injury During Arrest/Incarceration form to Internal Affairs along with any other associated documentation.
 - If an investigation is not warranted, complete the Detentions Bureau Chief Deputy section of the Incarcerated Person Injury During Arrest/Incarceration form and route it to the Human Resources Section to be filed and retained for at least five years.
 - If the allegation involves an outside agency, complete the Detentions Bureau Chief Deputy section of the Incarcerated Person Injury During Arrest/Incarceration form and ensure a copy of the packet is forwarded to the appropriate agency.