

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: REPORTS**

**NO: A-102**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Section 1044

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**POLICY:**

Reports will be written on all incidents that occur within the facility which result in physical harm or a threat of physical harm to an employee or inmate; unusual occurrences or situations constituting a risk to security or inmate; incidents requiring medical attention; criminal activity, and any incident or occurrence requiring documentation.

**DIRECTIVE 1**

All reports will be completed prior to the officer going off duty.

All reports will be designated for investigation if the substation investigator will investigate the case.

**PROCEDURE A – REPORT WRITING**

The officer will:

- Write a report on any incidents requiring documentation according to this policy
- Obtain a case/incident/report number
- Complete the report as soon after the incident as possible
- Submit the report to the Substation sergeant responsible for the area.

The sergeant:

- Review the report for completeness and accuracy
- Ensure any needed corrections are made
- Mark any special distribution needed on the report
- Approve the report.