**TITLE:** REPORT WRITING PROCEDURE

**NO:** L-100

**APPROVED:** Donny Youngblood, Sheriff-Coronor

**EFFECTIVE:** December 21, 1991

**REVIEWED:** 03/09/2018

**REVISED:** 04/20/2005

**UPDATED:** 03/09/2018

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**POLICY**

All written reports communicated on a Sheriff’s Office Form (crime reports, property record, FI card, etc.) will be in compliance with the Sheriff’s Report Writing Manual.

Whenever the word “deputy” is used to refer to the person writing a report, it also includes all other department personnel who prepare reports (Detentions Deputy, Sheriff’s Report Technicians, Sheriff’s Aides, etc.).

There shall be no variation from the procedures outlined in the Report Writing Manual except under prior approval of a Chief Deputy. All divisions and all stations shall become familiar with this manual.

Additions, changes, or revision to this manual will be made in accordance with Section A-200 of the Sheriff’s Policy and Procedures Manual.
### TITLE: MANDATORY REPORTING OF JUVENILE GUNSHOT INJURIES

<table>
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| APPROVED: | Donny Youngblood, Sheriff-Coroner |
| EFFECTIVE: | REVIEWED: | REVISED: | UPDATED: |
| Sept 11, 2009 | 03/09/2018 | 09/11/2009 | 03/09/2018 |

### POLICY

An incident report shall be written whenever the Sheriff’s Office receives information a minor, 18 years or younger, suffers an unintentional or self-inflicted gunshot wound. The report taker will also complete a California Firearms Injury Report (see attached). The Records Section shall submit the completed reports to the California State Department of Health Services.