

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: INCIDENT REPORTS

A-1500

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
July 11, 1994	04-01-2026	04-10-2025	09-15-2025

APPROVED BY: Detentions Bureau Chief Deputy Joel Swanson

REFERENCE: Title 15, Section 1044, KCSO Report Writing Manual

POLICY

In order to properly document incidents occurring in the Detentions Bureau and to have meaningful statistics available, the following policy has been established to specify what circumstances require staff to document an incident and how the incident will be documented.

Nothing in this policy is meant to contradict the Sheriff's Office Report Writing Manual and detentions staff are expected to adhere to all applicable sections of this policy, and the Report Writing Manual when documenting any incident.

DIRECTIVE #1

The following provisions will be adhered to when documenting incidents that occur in the Detentions Bureau:

If an incident is documented on a MOBILE/LERMS/AXON Incident Report (see procedure B), then all supplemental reports relevant to that report must be completed on a Supplemental Incident Report form. A JMS Incident Supplemental Report is **not** sufficient for this purpose.

- With the exception of the officer writing the original report, any officer involved in a use of force incident will complete a Supplemental Incident Report describing their actions during the incident.
- Incident Reports and JMS Incident Reports will be completed before the end of the reporting officer's shift, unless the shift supervisor approves other arrangements.

- Completed Incident Reports will be reviewed by a shift supervisor within 24 hours.

Procedure A: Documentation of Incidents in a JMS Incident Report

The reporting officer will complete a JMS Incident Report or JMS Incident Supplemental Report, as appropriate, in any of the following circumstances:

- Any use of force as defined in Department Policy and Procedure Section F-100.
- Any incident resulting in physical harm, or a serious threat of physical harm, to any person. This includes incarcerated person fights.
- Any fire, regardless of size.
- Any incarcerated person death.
- Any threat to the security of a facility.
- A hunger strike by any incarcerated person.
 - Continued refusals to accept meals or acceptance of a meal that ends a hunger strike. (JMS Incident Supplemental Report) as per policy DBPPM H600.
- The initiation of formal disciplinary action against any incarcerated person.
- Referral of an incarcerated person to Medical Staff or Correctional Mental Health Staff.
- An incident resulting in a change of an incarcerated person's housing location, not including routine movements initiated by Classification.
- The discharge of an incarcerated person laborer.
- Lost or found incarcerated person property.
- Any time an incarcerated person is placed in a safety cell under the provisions of Section C-100 of this manual.
- Any attempt suicide, self-destructive behavior, or any placement of an incarcerated person on suicide watch pursuant to section C-200 of this manual.

- Removal of an incarcerated person from suicide watch (JMS Incident Supplemental Report).
- When separating an incarcerated person with a mental illness or developmental disability pursuant to Section C-250 of this manual.
- Any time an incarcerated person is restrained under the provisions of Section C300 of this manual.
- Any time an incarcerated person is detained in a sobering cell for longer than six hours under the provisions of Section C-1200 of this manual.
- Any other incident as deemed appropriate by supervisory or command staff, or as required in any other policy section.

Staff will complete the synopsis of a JMS Incident as described in the Report Writing Manual. Additionally, when completing the narrative portion of a JMS Incident, staff will use the report format described in the Report Writing Manual (i.e., Injuries, Involved Officers, Details, etc.)

In cases where a JMS report is to be completed in conjunction with an Incident Report, the Incident Report number will be entered in the designated section of the JMS report. Additionally, the narrative portion of the JMS Report will include only a synopsis. The remainder of the narrative portion will refer the reader to the corresponding Incident Report.

Procedure B: Documentation of Incidents on a MOBILE/LERMS and AXON Incident Report

In addition to a JMS Incident, the reporting officer will complete a MOBILE/LERMS Incident Report or Supplemental Incident Report, as appropriate, in any of the following circumstances:

- Any violation of law, or suspected violation of law (including incarcerated person fights).
- Any use of force as described in DPPM F-100.
- Any incident for which a criminal complaint will be filed.

- Any other incident as deemed appropriate by supervisory or command staff, or as required in any other policy section.

Incident Reports will be entered in the AXON report writing system, Incident Reports written in the Detentions Bureau will conform to the Sheriff's Office Report Writing Manual. JMS Incident Codes will **not** be used on Incident Reports.

DIRECTIVE # 2

All security and receiving sergeants are required to thoroughly review and approve all reports submitted in the LERMS and AXON system prior to the end of their shifts.

- All facility and receiving supervisors will log onto "Law Enforcement Mobile" with their assigned call signs at the beginning of their shift and log off at the conclusion of their shift.
- In the event a sergeant is unable to complete the review and approval process of pending reports by the end of their shift, they will email the affected facility lieutenant with a written explanation outlining the reasons for the delay in completing the review and approval process of the reports.
- If a supervisor rejects a report, it is their responsibility to follow up with the deputy who authored the report to ensure the report has been corrected and resubmitted for approval.

All managers will be responsible for conducting a comprehensive review of the weekly LERMS/AXON audit of their respective sections. This review will ensure all reports are being processed in a timely manner and any discrepancies are addressed immediately.

- All managers will conduct bi-weekly audits to ensure all supervisors are logging onto LERMS at the beginning of each shift.
- All managers will email their division commander a written explanation for any unapproved report over two weeks old