





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 2 - Personnel

Policy Number:	2.17
Policy Name:	Incident Reports
Authority:	Title 15, 1362, 1341
Replaces:	11.03 Disciplinary Records (03/30/2005)
Effective Date:	January 1, 2019
Revision Date:	October 18, 2018
Related Policies and Procedures:	8.03 – Discipline and Discipline Process
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

Incident Reports shall be written and maintained whenever there is an unusual occurrence or disturbance within the facility which includes, but is not limited to, all incidents which result in physical harm, use of force, serious threat of physical harm, or death of an employee, youth, or other person(s). Such written record shall be prepared by the staff and submitted to the Officer of the Day by the end of the shift unless additional time is necessary and authorized by the Director of Juvenile Hall or designee. [Title 15, 1362]

II. PURPOSE

In the aftermath of an incident, Incident Reports assist Juvenile Hall administration to document and understand an accurate picture of what occurred so that issues may be properly addressed. To make Incident Reports as useful as possible, all employees must be diligent in completing an Incident Report and provide all pertinent information. It is important employees convey their personal perspective of the incident so that the fullest possible picture of the incident is provided.

III. PROCEDURE

A. Incident Reports

- i. In the event of an incident, each employee, whether a participant or an observer, must complete an Incident Report and submit it to the Officer of the Day.
- ii. An unusual incident includes, but is not limited to, all incidents which result in physical harm, use of force, serious threat of physical harm, or death of an employee, youth, or other person(s) [Title 15, 1362] and the following:
 - a. Youth physically or sexually assaulting another individual.

- b. A staff member's physical or sexual assault on another individual.
 - c. Use of force by a staff member.
 - d. Serious illness or death of a youth or staff member.
 - e. Suicide attempt.
 - f. Escape, attempted escape, runaway, or unauthorized absence.
 - g. Fire.
 - h. Major property loss or damage.
 - i. An incident that is media sensitive.
 - j. Other incidents that facility management has stated must be reported.
- iii. If an employee is unsure if an event needs an Incident Report, he or she shall consult the Officer of the Day immediately.
 - iv. Reports critical of colleagues or partner agencies shall be written in memorandum form and submitted through the proper chain of command. At no time shall Department Incident Reports or Log Entries be used as a means of negatively singling out staff members or supporting agencies.
 - v. The Incident Report shall be prepared by the staff and submitted to the Officer of the Day by the end of the shift unless additional time is necessary and authorized by the Director of Juvenile Hall or designee. [Title 15, 1362].