

## Incident Reports

### 339.1 POLICY

Employees should complete an Incident Report on all events that pose a potential liability to the County or Department. Incident reports should be filled out by employees who have effected an arrest or, who have used any level of force in the scope of their duties, who are involved in incidents considered unusual, where they are a possible subject of litigation, or when they are involved in a situation where there is a focus from the media. Examples of incidents that would require an incident report are:

- A citizen stating he or she intends to pursue legal action against the Department.
- Arrests.
- Searches resulting in arrest, seized property, injury, or damage.
- Forced entry.
- Any use of force other than in training.
- Discharge of a firearm.
- When an officer points a firearm at any person. Note: An incident report is not required when "clearing a residence".
- Taser deployment/discharge.
- Potential exposure to communicable disease, BBP, or biohazard.
- Traffic accident.
- Rendering first aid to an injured person (employee, resident or probationer).
- Loss or damage to Department or personal property while on-duty.
- Incidents where there appears to be media attention.

Incident Reports shall be filed with the immediate Supervisor as soon as possible and unless there are unusual circumstances, no later than the end of the next work day following the incident. Any delay in filing the incident report due to unusual circumstances must be approved by a Supervisor.

The Supervisor shall make appropriate review, comment as needed and if appropriate, forward the report to his or her Supervisor within twenty-four (24) hours of the receipt of the incident report.