

Chronological Entries and Special Incident Reports

311.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Humboldt County Probation Department (HCPD) on the completion of chronological entries and special incident reports (SIR).

For the purpose of this section, a SIR is used when the incident being documented is of a complex or serious nature such that it may not be sufficiently documented in a chronological entry.

311.2 POLICY

It is the policy of the HCPD to keep a complete and accurate record of the history of the case and supervision, including the names of probation officers assigned to the case, and their actions in connection with the case; also the age, sex, nativity, residence, education, habit of temperance, whether married or single, and the conduct, employment and occupation, and parents' occupation, if relevant, and condition of such person during the term of the probation and the result of the probation. (Penal Code 1203.10)

As records of the court, and subject to inspection by authorized parties, chronological entries and SIRs should be written in a clear professional manner free of error or bias.

311.3 PREPARATION OF CHRONOLOGICAL ENTRIES OR SIRs

Incomplete entries, or entries not documented in a timely manner are not acceptable. It is expected that members will complete their chronological entries or SIRs by the end of their work day. Exceptions may be made with the approval of a supervisor.

Chronological entries shall accurately reflect the identities of the parties involved, all pertinent information seen, heard, or assimilated by any other sense; and any actions taken. Members shall not suppress, conceal, or distort the facts of any incident, nor shall any member make a false report. Generally, opinions should not be included in chronological entries unless specifically identified as such.

311.4 MISCELLANEOUS SIRs

When an incident occurs during the course of their employment that merits documentation but is not specific to a case, the member should document the incident in an SIR and forward to their supervisor. Examples of incidents where a SIR is needed include but are not limited to:

- (a) Any injury to an employee or member of the community
- (b) Any found property or found evidence.
- (c) Any mandated reporting of child abuse or elder abuse.
- (d) Any use of force.
- (e) Any discharge of oleoresin capsicum (OC).

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- (f) Any discharge of a firearm.
- (g) Any incident resulting in a citizen complaint.
- (h) Any incident alleging criminal conduct of a person not under probation supervision.
- (i) Any county vehicle related incident