

Section 5: Security

Subject: Jail Incident Reports

Minimum Standard:

Revised: 10/2008, 12/2011, 09/2015, 05/2019

Authorized: _____ **Effective date:** _____
Sheriff Paul A. Sigsworth

POLICY

It is the policy of the Erie County Jail that any unusual incident or occurrence involving an inmate in the custody of the Erie County Jail be properly documented.

PROCEDURE

A jail incident report shall be written any time a staff member witnesses an inmate involved in an incident or occurrence that is out of the ordinary or receives information about an inmate that appears to be out of the ordinary. An incident report should be written and submitted when an officer has knowledge or information regarding an inmate that the staff member believes pertinent to the inmate's incarceration.

The staff member writing the incident report will make such documentation in the Jail Record Management System. The incident report will:

- a. Be electronically attached (saved) to the inmate's current jail file; and
- b. Be accurate and detailed; and
- c. Include the author's name and signature.

All reports are subject to review and supplemental correction by the shift supervisor and/or the Jail Administrator.