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| <p align="center">SOLANO COUNTY CALIFORNIA PROBATION DEPARTMENT</p> | <p>POLICY NUMBER:</p> <p align="center">614</p> | <p>EFFECTIVE DATE:</p> <p align="center">September 19, 2016</p> |
| | <p>SUPERSEDES:</p> <p align="center">December 23, 2007</p> | |
| <p>APPROVED BY:</p>  <p align="center">CHIEF PROBATION OFFICER</p> | <p>TITLE:</p> <p align="center">OFFICER SAFETY INCIDENT REPORT</p> | |

1. **Policy** All work related incidents involving the use of force, pursuits, threats of harm to staff, injury, property damage, use of chemical agents, pointing a firearm at any person or animal, or other unusual or non-routine natured incidents shall be reported.

For purposes of this policy, probation officer includes all sworn peace officer classifications, including Supervising Deputy Probation Officer, Probation Services Manager (PSM), as well as field group counselors.

2. **Procedures**

A. Probation officer involved or witnessing the incident shall:

- (1) Verbally notify the appropriate supervisor when it is practical to do so.
- (2) If the incident happens during a Probation Enforcement Search Team (PEST) operation, the probation officer will notify the PEST supervisor or PSM, otherwise notify their immediate supervisor as soon as safe to do so, of the incident. If the appropriate supervisor is unavailable, contact any supervisor or PSM via the chain of command.
- (3) Complete an incident report (Attachment A) within 24 hours or at the commencement of the next regularly scheduled work day, whichever comes first and submit to the appropriate supervisor for review. If the incident report occurs during a search, it should also be noted in the Field Operational Report pursuant to the Field Search and Seizure policy (Policy #608).

B. Supervisor's Duties:

- (1) Upon verbal notification of the incident, the supervisor, as soon as practical, is to notify Administration via the chain of command, which includes, but may not be limited to, the Probation Services Manager, Chief Deputy Probation Officer or the Chief Probation Officer.
- (2) The supervisor may respond to either the scene of the incident or contact involved parties, if warranted by the circumstances or directed to do so.

- (3) Ensure that the probation officer involved prepares and submits an incident report. The report shall be reviewed and signed noting any comments or recommendations. It should also be reviewed with the staff submitting the report. Any comments should be noted and the report submitted to the appropriate Probation Services Manager.

C. Probation Services Manager Duties:

- (1) Notify the Chief Deputy Probation Officer and the Chief Probation Officer of the incident, if they have not been notified.
 - (2) Review and sign the incident report writing any comments or recommendations.
 - (3) Submit the incident report to the Chief or Chief Deputy Probation Officer, who may forward a copy of the incident report to the Field Officer Safety Committee if deemed appropriate.
3. **Exceptions** Any exceptions to the provisions set forth in this policy shall require prior written approval from the Chief Probation Officer.