

## **7.100. REPORTS**

**120.05. APPROVAL OF REPORTS:** When a crime report is completed, it shall be submitted to the supervisor for review and approval.

**121.00. INMATE SEXUAL HARASSMENT:** Detention and Corrections Bureau policy shall be followed without amendment.  
(Rev. 05/2019)

**122.00. INMATE SEXUAL ASSAULT REPORT:** Detention and Corrections Bureau policy shall be followed without amendment.  
(Rev. 05/2019)

**123.00. INMATE INJURY REPORT:** Detention and Corrections Bureau policy shall be followed without amendment.  
(Rev. 05/2019)

**124.00. INMATE INJURY LOG:** Detention and Corrections Bureau policy shall be followed without amendment.  
(Rev. 05/2019)

**127.00. ATTEMPTED SUICIDE REPORT:** Detention and Corrections Bureau policy shall be followed without amendment.  
(Rev. 05/2019)

**130.05. DEPUTY REPORT (DR) LOG BOOK PROCEDURES:** Type I facilities do not maintain a separate logbook for the facility. Reports generated in the jail are tracked as station/division crime reports.  
(Rev. 05/2019)

**150.00. INCIDENTS OF GASSING:** Detention and Corrections Bureau policy shall be followed without amendment.  
(Rev. 05/2019)

**7.200. SEXUAL ABUSE AND SEXUAL HARASSMENT**

**200.00. SEXUAL ABUSE AND SEXUAL HARRASSMENT:** Detention and Corrections Bureau policy shall be followed without amendment.  
(Rev. 05/2019)

## **7.300. GUIDELINES FOR EVIDENCE COLLECTION**

**310.00. EVIDENCE STORAGE:** Type I facilities shall follow established station/division evidence storage and processing procedures, in compliance with the Department Manual.  
(Rev. 05/2019)

**320.00. EVIDENCE LOCKERS:** Type I facilities shall follow established station/division evidence storage and processing procedures, in compliance with the Department Manual.  
(Rev. 05/2019)

**325.00. PLACING EVIDENCE IN EVIDENCE LOCKERS:** Type I facilities shall follow established station/division evidence storage and processing procedures, in compliance with the Department Manual.  
(Rev. 05/2019)

**330.00. REMOVING EVIDENCE FROM EVIDENCE LOCKERS:** Type I facilities shall follow established station/division evidence storage and processing procedures, in compliance with the Department Manual.  
(Rev. 05/2019)

**335.00. ENTRY INTO PETS COMPUTER:** Type I facilities shall follow established station/division evidence storage and processing procedures, in compliance with the Department Manual.  
(Rev. 05/2019)

**340.00. EVIDENCE OFFICER:** Type I facilities shall follow established station/division evidence storage and processing procedures, in compliance with the Department Manual.  
(Rev. 05/2019)

**345.00. MAINTAINING EVIDENCE/PROPERTY AT STATION:** Type I facilities shall follow established station/division evidence storage and processing procedures, in compliance with the Department Manual.  
(Rev. 05/2019)

## **7.500. FACILITY FORMS**

**500.05. REPORT FORMS:** The station/division commander shall approve all facility specific forms. All forms will indicate the date approved in the lower left corner, (i.e. Add. 11/2001). Maintaining a file for all forms shall be the responsibility of the station/division secretary or a designated jail staff member.  
(Rev. 05/2019)

**520.00. FORM ORDER SHEET:** Type I facilities shall follow the Department's procedure for ordering standard jail forms.  
(Rev. 05/2019)

**530.00. FORMS:** The Administrative Support Unit (ASU) is responsible for approving all standard jail forms used throughout the Department.  
(Rev. 05/2019)

**7.600. CONFIDENTIAL INVESTIGATIVE TELEPHONE CALLS**

**600.00. MONITORING INMATE TELEPHONE CONVERSATIONS:**

Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

**610.00. RECORDING INMATE TELEPHONE CONVERSATIONS:**

Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)