

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy: 7.110.08 Evidence Collection and Storage

Facility Policy: (34)7.110.08 Evidence Collection and Storage

A guideline has been designed to aid in proper evidence packaging and storage for all reports. The guideline is based on department policy and the Crime Lab requirements for obtaining the best test results. The guideline is located in Security Administration. All evidence shall be collected by the deputy handling the crime investigation. All evidence/property shall be tagged with a property tag and placed in the evidence locker as soon as possible.

Each evidence locker shall have an assigned lock and key with the key left in the door. After the evidence/property is placed in a locker, the door will be closed. The key shall be removed and dropped in the key locker through the hole in the locker door. Only evidence taken at West Valley Detention Center (WVDC) shall be placed into evidence lockers. Evidence from other stations or agencies shall not be accepted or placed in the evidence lockers. Evidence/property shall only be removed from a secured locker by the watch commander, evidence officer, or the designated filing deputy.

The evidence officer shall enter information about the evidence/property into PETS.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy: 7.120.05 Approval of Reports

Facility Policy: (34)7.120.05 Approval of Reports

A floor sergeant for each shift shall personally review and approve any written reports produced during their shift. All reports shall be entered into the Deputy Report Log Book when the report requires the issuance of a Deputy Report Number. All reports shall be turned in by the end of shift, unless an exception is made by the floor sergeant.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 17, 2020

Bureau Policy: 7.124.00 Inmate Injury Log

Facility Policy: (34)7.124.00 Inmate Injury Log

An Inmate Injury Log shall be maintained by the sheriff's custody specialist (SCS) assigned to master control and shall issue an Inmate Injury Number when requested by floor safety staff. The SCS shall obtain the following information for the log before issuing the Inmate Injury Number for the report:

- Date and time of injury
- Inmate's name and booking number
- Location where injury occurred
- Brief description of injury sustained
- Name and employee number of staff member completing the injury report

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy: 7.130.05 Deputy Report (DR) Log Book Procedures

Facility Policy: (34)7.130.05 Deputy Report (DR) Log Book Procedures

When a deputy determines a report shall be generated, the deputy shall complete the following steps to obtain a Deputy Report Number:

- The deputy shall determine what type of report number will be needed (Example: W&I 5150, PC 242, PC 4573.6, G-Cas code, etc.)
- The deputy shall be prepared to relay all necessary information regarding the incident to a dispatcher (Example: suspect/victim name, D.O.B., booking number, etc) in exchange for the assigned Deputy Report Number.
- Prior to clearing the call with dispatch, the deputy shall make every effort to provide a brief narrative disposition regarding the incident for documentation
- Once the Deputy Report Number has been obtained, the deputy shall log the number and affiliated information in the red DR Log Book, located in Security Administration.

The DR Log Book shall remain in Security Administration for documentation and serve as an auditing tool to track criminal reports generated at the facility. This book shall be maintained and audited by the sheriff's custody specialist (SCS) assigned to Security Administration.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy: 7.500.05 Facility Forms

Facility Policy: (34)7.500.05 Facility Forms

All forms specific to West Valley Detention Center shall be maintained and made accessible to all employees via computer stations throughout the facility. These forms shall be approved by the facility commander or designee before official use begins.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy: 7.520.00 Ordering Forms

Facility Policy: (34)7.520.00 Ordering Forms

Forms requiring an order through the Warehouse, shall be ordered using Inventory Pro Online (IPOL).