



Kern County Sheriff's Office
Policies and Procedures

TITLE: REPORT WRITING PROCEDURE		NO: L-100	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: December 21, 1991	REVIEWED: 03/09/2018	REVISED: 04/20/2005	UPDATED: 03/09/2018

POLICY

All written reports communicated on a Sheriff's Office Form (crime reports, property record, FI card, etc.) will be in compliance with the Sheriff's Report Writing Manual.

Whenever the word "deputy" is used to refer to the person writing a report, it also includes all other department personnel who prepare reports (Detentions Deputy, Sheriff's Report Technicians, Sheriff's Aides, etc.).

There shall be no variation from the procedures outlined in the Report Writing Manual except under prior approval of a Chief Deputy. All divisions and all stations shall become familiar with this manual.

Additions, changes, or revision to this manual will be made in accordance with Section A-200 of the Sheriff's Policy and Procedures Manual.



Kern County Sheriff's Office
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TITLE: MANDATORY REPORTING OF JUVENILE GUNSHOT INJURIES		NO: L 0200	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: Sept 11, 2009	REVIEWED: 03/09/2018	REVISED: 09/11/2009	UPDATED: 03/09/2018

POLICY

An incident report shall be written whenever the Sheriff's Office receives information a minor, 18 years or younger, suffers an unintentional or self-inflicted gunshot wound. The report taker will also complete a California Firearms Injury Report (see attached). The Records Section shall submit the completed reports to the California State Department of Health Services.

L 0200-1

EFFECTIVE: Sept 11, 2009	REVIEWED: Sept 11, 2009	REVISED: Sept 11, 2009	UPDATED: Sept 11, 2009
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