



November 11, 2011

Re: PRR- Investigation and determination of complaints received

To Whom It May Concern:

In response to your request received in our office, I am enclosing the copy of the file for the above-referenced information. Per F.S. 119.071(4) (d) all exempt information has been redacted. The fee for copying these documents plus the fee for the labor is .15 cents. Please make the check payable to the County of Volusia – Division of Corrections and mail to:

County of Volusia – Division of Corrections
1300 Red John Drive
Daytona Beach Fl.
32124

When issuing your check, please note on it that it is for photocopying fees regarding the above-referenced information.

Should you have any questions, please do not hesitate to contact me at the number listed below.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lt. Larry Langdon".

Lieutenant Larry Langdon
Volusia County Division of Corrections
(386) 258-4044

VOLUSIA COUNTY DIVISION OF CORRECTIONS POLICY AND PROCEDURE MANUAL	POLICY NO. 400.09 Page 1 of 3
SUBJECT: SECURITY AND CONTROL Report Writing	DATE: September 30, 2011 SUPERSEDES: September 24, 2010

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To ensure compliance with Florida laws and to facilitate good management practices, the Volusia County Division of Corrections requires all incidents and related matters be submitted in writing to the proper supervisory personnel.

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ACA - 3-ALDF-3A-11, 13, 31; 3-ALDF-3C-6,7,8,11,19,20; 3-ALDF-3d-15 F.M.J.S. 3.02, (j)

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- A. It shall be the responsibility of each employee to properly document all incidents or events of an unusual nature that occur during the course of his/her tour of duty.

- B. It shall be the responsibility of the Warden of each institution to elicit comprehensive documentation from staff members and generating such action, as they deem necessary.

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- A. Incident - An occurrence or event that interrupts normal procedure or precipitates a crisis.

- B. Reporting Officer - The Officer responsible for writing the primary report, i.e. VCDC-401, VCDC-362, VCDC-404, etc.

- C. Assisting/Witnessing Officer - The Officer responsible for writing a supplemental report (VCDC-402) either as an observer or as an assisting Officer.

- D. The terms "Reporting Officer" and "Assisting/Witnessing Officer" include civilian and contract staff who are obligated to prepare reports within the scope of their job duties/assignment.

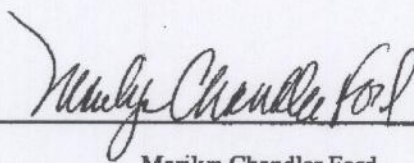
- E. The terms for sworn supervisors (HUS/OS/SC) shall also include civilian supervisors who are obligated to ensure reports are completed and investigated in a timely and accurate manner.

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- A. Employees shall be required to submit written reports on the proper form. All reports will be printed legibly and/or typed.
 - 1. A VCDC-401 (Incident Report) shall be used for documentation of incidents such as death, serious illness, injury, suicide or attempted suicide or any unusual events, circumstances or conditions.
 - 2. A VCDC-402 (Supplemental Report) shall be used as a continuation of a report, or as a separate report filed by a witness/assisting Officer or staff member.
 - 3. A VCDC-362 (Disciplinary Report) shall be used for reporting an incident requiring a disciplinary hearing for the inmate.

4. A VCDC-363 (Supplemental to Disciplinary Report) shall be used when the charging Officer needs to continue the VCDC-362. It may also be used by the Investigating Officer when continuing the investigation of the VCDC-362.
 5. A VCDC-404 (Use of Force) shall be completed when force is used on an inmate. The heading and Section I is prepared by the staff member initiating the use of force. This section also contains the circumstances leading up to the use of force. Section II is filled out by a medical staff member. Section III is filled out by the Investigating Officer. All use of force reports shall be investigated by staff of Lieutenant's rank or higher. The complete use of force report is then forwarded to the Warden and then the Director for final disposition.
 6. A VCDC-405 (Supplemental to Use of Force) is to be used when all pertinent information that is needed to complete the original use of force report will not fit on the original report. It may also be used by the Investigating Officer when continuing the investigation of the use of force.
 7. A VCDC-721 (Mental Health Referral) shall be used to document abnormal behavior of an inmate who may need assistance from the Mental Health section of the Medical Department. (This form must be filled out in detail.)
 8. A VCDC-728 (Inmate Accident Report) shall be completed when an Officer witnesses an inmate accident or when an inmate reports an accident to a staff member. It shall be completed even when there are no apparent injuries. The initiating staff member prepares the heading and the "Report of Supervisor" section. The inmate then makes their statement in the "Inmate's Statement" section. The inmate then shall be seen by medical staff as soon as possible after the accident is reported, but not longer than four (4) hours. The medical staff member fills out the "Medical Evaluation and Treatment" section. The initiating staff member's immediate supervisor prepares the "Safety and Sanitation Report" section. The report is forwarded to the Shift Commander (SC) or designee and the "Final Disposition" section is completed. The report shall then be forwarded to the Warden or designee for review.
 9. Equipment Repair incident report will be filed via the JMS report system.
- B. When more than one employee is involved in or witnesses an incident, each shall complete a separate report, i.e., reporting Officer, a VCDC-401; assisting/witnessing Officer or staff member, a VCDC-402. When referring to additional staff in an official report their rank and name will be used. For example: Ofc Doe assisted by handcuffing the inmate. Do not write: inmate was handcuffed by assisting staff.
- C. Each report must contain the facts as witnessed by the writer and stated in his/her own words. The report must contain all pertinent information (who, what, when, where, why and how.) The report must also state what action, if any, was taken by the reporting staff member. The reports shall also be neat and legible, grammatically correct, to include correct spelling and punctuation.
- D. No CO shall make or cause to be made any false official report or knowingly enter or cause to be entered in any record or report any inaccurate, false, or improper information.
- E. Unless circumstances dictate otherwise (e.g.; staff illness or injury) reports shall be completed and submitted to the HUS/OS on the shift the incident occurred prior to the writer being released from duty. If an investigation into the incident is warranted, the initial report should be written and forwarded through the chain of command with a notation that an investigation is pending.
- F. All staff signatures must be legible and contain the staff ID number, if one has been assigned. The preparing staff member's name shall be printed near the employee's signature. Any supervisor reviewing a report should ensure that all signatures are legible and accompanied by the printed name, and employee ID number where appropriate.

- G. The HUS/OS shall take the necessary action to ensure a report has been completed by all members of the staff present at the scene of the incident.
- H. The HUS/OS shall review all reports prepared for content and clarity and request any needed corrections by the writer(s).
- I. The HUS/OS shall forward the report(s) to the Shift Commander (SC) who shall review the report(s) and take appropriate steps as determined by the facts of the report(s).
- J. The SC shall ensure all report(s) are complete and sent through the chain of command to the proper level for resolution.
- K. The night SC shall forward all report(s) to the Warden daily upon completion of his/her review, except for weekends and holidays.



Marilyn Chandler Ford
Corrections Director