

**CHAPTER 15**  
**INCIDENT REPORTS**  
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## CHAPTER 15

### INCIDENT REPORTS

#### 1. POLICY.

a. Purpose. Incident Reports (CHP 2) should be utilized to accomplish the following:

- (1) Record commendable acts, outstanding levels of performance, outstanding accomplishments, or efforts toward self-improvement.
- (2) Record censurable acts or omissions and provide a method for correcting inappropriate employee behavior, conduct, or performance.

#### 2. PROCEDURE.

a. Preparation of Report. Incident Reports shall be prepared as follows:

- (1) When appropriate, incidents of either a commendable or censurable nature are to be documented utilizing a CHP 2, Incident Report.
- (2) All appropriate sections of the CHP 2 shall be completed and include a narrative description of the incident, act, or issue. The narrative shall include all pertinent information.
- (3) When incidents or acts of a censurable nature are documented, the narrative portion of the CHP 2 shall include a description of the incident, act, or issue, along with any corrective measures, controls, and follow-up procedures necessary to preclude a recurrence or obtain a satisfactory level of performance. The censurable CHP 2 shall not contain the *Bazemore Admonition*.

b. Employee Review. Upon completion, the involved employee shall be afforded the opportunity to review and sign the CHP 2. In the event the employee refuses to sign the CHP 2, the supervisor shall indicate "Refused to Sign" in the employee signature box. In either case, the supervisor shall sign the CHP 2 to indicate the employee was afforded the opportunity to review and sign the form.

c. Employee Response. In accordance with Government Code Section 3306, an employee may file a written response within 30 days to any adverse comment entered in his/her personnel file. When such responses are received, Commanders shall ensure a copy of the response is attached to all existing copies of the CHP 2.

d. Censurable Incidents. Commanders shall review incidents of a censurable nature to determine appropriate corrective action. A censurable CHP 2 should be used for a single act not likely to recur in the future. In the event the Commander reasonably believes an incident of a censurable nature may warrant adverse action, the following procedures shall be followed:

(1) The Commander shall initiate an investigation in accordance with Highway Patrol Manual (HPM) 10.2, *Internal Investigations Manual*. When warranted, a "Request for Adverse Action" shall be prepared.

(2) When adverse action is taken against an employee, a CHP 2 shall not be issued.

(3) In the event a CHP 2 was previously issued for an act or incident which is subsequently included in a "Request for Adverse Action," the CHP 2 shall be removed from the employee's personnel file and destroyed. The Commander shall ensure the employee is notified of this in writing. The Commander shall also ensure that all existing departmental copies of the CHP 2 are purged and destroyed.

e. Rescinding of Report. When circumstances warrant the rescinding of a previously issued CHP 2, the procedures outlined in paragraph 2.d.(3) of this chapter, shall be followed.

f. Distribution. The CHP 2 shall be prepared in triplicate with the following distribution:

(1) Original shall be given to the involved employee.

(2) One (1) copy shall be placed in the involved employee's field personnel file.

(3) One (1) copy shall be forwarded to Division for review.

(a) Division Chiefs may implement local procedures for the review and approval of the CHP 2.

(b) In the event a CHP 2 is issued by a command other than the employee's assigned command, normal distribution procedures shall be followed with the following exception:

1 A copy of the CHP 2 shall be forwarded to the employee's assigned Division Chiefs.

2 If a CHP 2 was issued for a significant event, the command issuing the CHP 2 shall immediately notify the involved employee's Commander of the incident and action taken.

g. Retention of Report. CHP 2, Incident Report, shall be retained for the period specified in Highway Patrol Manual 11.1, *Administrative Procedures Manual*, Chapter 11, *Records Management*.

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