


DEPARTMENT OF CORRECTION 	POLICY MANUAL	POLICY NUMBER: 105	PAGE NUMBER: 1 of 3
		SUBJECT: Reporting of Major Incidents	Adopted: 1982 Revised: 04-95 Reformatted: 01-2001

01.00.00. POLICY OF THE DEPARTMENT

It is the policy of the Board of Correction that divisions of the Department of Correction establish standard notification and reporting procedures of major incidents in order to facilitate improved communication, management and research.

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03.00.00. REFERENCES

Manual of Standards for the Administration of Correctional Agencies, 1979, standards 84, 89 and 95.

Manual of Standards for Adult Correctional Institutions, 3rd Edition, 1990, standards 3-4194 and 3-4198m.

Manual of Standards for Adult Community Residential Services, 2nd Edition 1980, standard 2-2174.

04.00.00. DEFINITIONS

Major incidents are generally defined by, but not limited to, the following criteria:

Accidents involving state owned vehicles.

Any incident or condition involving materials or waste classified as hazardous, or any incident or condition which requires contact with or reporting to a regulatory agency.

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Any incident involving the use or accidental discharge of a firearm.

Any incident, which will by its nature, be of interest to the news media, the public, the governor's office or the legislature.

Any offender-connected activity requiring notification to law enforcement officials for purposes of criminal prosecution of an offender, visitors, or others.

Death or serious injury causing hospitalization of an offender; or the death or injury of a staff member or a citizen from an incident involving an offender or occurring on state property.

Offender disturbances, work stoppages or other individual or group actions which threaten the orderly and secure operation of institutions, facilities, or offices of the department.

The escape or attempted escape of any offender.

Theft, destruction, loss or damage to state property in excess of \$500.

Use of force actions or the use of chemical agents.

05.00.00. PROCEDURE

05.01.00. Responsibilities of Division Administrators

Division administrators will report major incidents to the director of the Department of Correction.

All divisions will regularly review applicable division directives to ensure consistency with this policy.

Directives will include procedures whereby a roster of designated persons are available to receive these reports during normal working hours (8:00 a.m. to 5:00 p.m., Monday through Friday, excluding legal holidays) and outside normal working hours.

The directives will provide that all major incidents will be reported by telephone as soon as possible, within one hour of occurrence, to the designated person, and will provide for appropriate notification of the director.

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05.02.00. Responsibilities of Director

The director or designee will report major incidents to the office of the governor.

Director, Department of Correction

Date