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Reporting of Incidents	ACA Standards: 4-4183, 4-ACRS-2A-09		
Scott Crow, Interim Director Oklahoma Department of Corrections		Signature on File	

Reporting of Incidents

For the purpose of this procedure, the term “facility” will apply to institutions and community corrections centers, the term “facility head” will apply to wardens and community corrections centers directors and the term “unit head” will apply to unit directors and probation and parole deputy directors.

I. Reporting of Incidents

An incident is defined as any occurrence which appears out of the ordinary, is suspect, is a rule violation, has serious impact to the security of the facility/unit or provides the sharing of information. (4-4183, 4-ACRS-2A-09)

A. Reporting Requirements

1. Any staff member who is involved in, witnesses or has knowledge of an incident involving inmates/offenders, staff, visitors, contraband or other reportable issues will record the incident on the “Incident/Staff Report” form ([Attachment A](#), attached) and/or in the Offender Management System (OMS). Both methods of recording shall be utilized if available.
2. Incidents that involve possible PREA (sexual assault) issues, actual or threats of physical assaults of any nature or any misconduct involving staff members will be verbally reported immediately to a supervisor and also documented on [Attachment A](#).

B. Preparing the Incident Report

1. All incident reports will be typed or neatly written in black ink on the “Incident/Staff Report” form ([Attachment A](#)) and entered into the Offender Management System (OMS) if so utilized. If the facility/unit utilizes OMS to record incidents, the facility head will establish a process for the appropriate dissemination of such information and will identify those staff responsible for entering the information into OMS.

2. All applicable items on the report will be completed. The summary of the incident will clearly state all facts and pertinent information.
3. If any of the five items under the “Security Threat Group” information section on the form are checked, or any other information is obtained which indicates possible gang activity or gang involvement, a “Security Threat Group (STG) Validation Form” ([OP-040119](#), [Attachment A](#)) must be completed by the chief of security or designee. Upon completion, the “STG Validation Form” will be forwarded to the Office of Security Threats Intelligence.
4. Incident reports will be submitted to the supervisor prior to the end of the shift/work day or prior to being relieved. If additional time is needed to complete the report, prior approval must be received by the facility/unit head or designee.
5. The supervisor will review and sign all incident reports and ensure they have been properly completed. The supervisor will indicate in the appropriate section what action was taken.
6. The supervisor will ensure that all incident reports are disseminated as indicated in the distribution section of the “Incident/Staff Report” as well as to any additional staff as specified by the facility/unit head.

II. References

Policy Statement No. P-050100 entitled “Emergency Plans for the Oklahoma Department of Corrections”

III. Action

All senior/executive staff are responsible for compliance with this procedure.

The chief of Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-050109 entitled “Reporting of Incidents” dated March 22, 2018

Distribution: Policy and Operations Manual
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<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Security Threat Group Validation Form"	OP-040119
Attachment A	"Incident/Staff Report"	Attached