



DEPARTMENT OF CORRECTIONS
Institutions



Title:	Unusual Incident Report Process	DOC Policy: 40.1.6
Supersedes:	Procedure #44, Reporting of Unusual Incidents dated 10/31/91	
Applicability:	All functional units	
Directives Cross-Reference:	None	

I. PURPOSE

It is the purpose of this policy to establish a process for the reporting of all Department of Corrections unusual incidents.

II. DEFINITIONS

- A. Critical Indicators: Operational data compiled to assess institutional climate, trends and tension. These may include staff assaults, suicides/attempted suicides, inmate assaults/fights, inmate deaths, escapes/unauthorized departures, medical trips, blood & body fluid decontaminations, drugs and weapons.
- B. Emergency Situation: Incidents requiring State Police notification, emergency response activation, or discharge of fire arms; involving serious injury or death, significant public interest or concern; and/or any incident which threatens the orderly operation of the functional unit.
- C. Functional Unit Manager: Any person within the Department of Corrections who reports to either the Director, an Assistant Director or administrator and has responsibility for the delivery of program services or coordination of program operations.
- D. Unusual Incident:
 - 1. An incident or circumstance involving any Department of Corrections employee, volunteer, inmate/offender, program or facility that, in the opinion of the functional unit manager or his/her designee, is unusual to the extent of becoming a matter of significant concern or interest to the department higher authority or the general public; or any incident which constitutes an immediate threat to the life or health of staff, an inmate/offender, or private citizen or to the property of the Department of Corrections.
 - 2. Unusual incidents may include but are not limited to employee or volunteer arrest and/or issuance of citation in lieu of arrest; safety or health incidents; significant damage to state property; serious injury or death; medical emergencies, epidemics or serious diseases; significant public interest or concern; state police notification; unholstering and/or discharge of a firearm; and escapes/unauthorized absences.

A. Notification

1. It is the responsibility of all staff and/or volunteers employed in the Department of Corrections to notify his or her supervisor immediately upon occurrence of the incident or receipt of information regarding the incident.
2. Supervisors will immediately transmit information regarding the incident up through the chain of command to the functional unit manager or designee.
3. The functional unit manager or his/her designated representative shall report all necessary information as contained on the unusual incident report form (CD 115) concerning an incident as follows:
 - a. When the unusual incident constitutes an emergency situation, it will be reported immediately to the appropriate Assistant Director, Communications Manager, and if unavailable to the Public Affairs Director.
 - b. Unusual incidents which do not constitute an emergency situation, which occur or are discovered after 4:30pm, Monday through Friday, or on weekends or holidays need not be reported by the functional unit after 8:00am the following working day.
 - c. If the Communications Manager and the appropriate Assistant Director or their designees are unavailable, the functional unit manager or designee shall report the incident as soon as either one is available.
 - d. Functional unit managers or their designees shall be responsible for reporting unusual incidents to other officials such as Oregon State Police, county sheriffs, district attorneys, city police, Federal Bureau of Investigation, Immigration and Naturalization Service, or State Fire Marshall as required.
4. The Communications Manager shall be responsible for reporting the incident to the Director and making recommendations on the release of public information to the media.

B. Documentation

1. It is the responsibility of all staff and/or volunteers employed with the Department of Corrections to complete a memorandum immediately upon occurrence of the incident or receipt of information about the incident. The memo shall be submitted to his/her supervisor.
2. The completion of the unusual incident report (CD115) will be determined by the officer in charge. Upon determination, the report will be filled out noting all the critical indicators involved, persons involved, description of the incident, other specific information, who it was communicated to, and who compiled the report.

3. The unusual incident report shall be submitted to the functional unit manager or his/her designee for review, assignment of tracking number, and processing in accordance with established procedures.
4. The functional unit manager will forward the unusual incident report to the Chief of Security within 72 hours of the incident.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.