



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

Program Statement

OPI: DIRECTOR
Number: 1280.2F
Date: December 28, 2011
Supersedes: 1280.2E (03/10/10)
Subject: Reporting and
Notification
Procedures for
Significant
Incidents and
Extraordinary
Occurrences

1. **PURPOSE AND SCOPE.** To establish standardized procedures for reporting significant and extraordinary occurrences within the D.C. Department of Corrections (DOC). That will identify each Significant Incident Report (SIR) and Extraordinary Occurrence Report (EOR) by a designated number.
2. **POLICY.** It is the policy of the DOC that when an extraordinary occurrence or significant incident occurs timely notification will be made and accurate reports will be submitted.
3. **APPLICABILITY.** This directive applies to all DOC employees.
4. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. Non-routine events that may affect the District of Columbia Department of Corrections (DOC) operations, including contract facilities, that are sensitive in nature or that are of potential interest to the news media, will be reported both uniformly and timely to DOC officials and designated agencies.
 - b. Standardized forms shall be used for reporting and documenting significant incidents and/or extraordinary occurrences.
5. **NOTICE OF NON-DISCRIMINATION.**
 - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or

expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

6. **DIRECTIVES AFFECTED**

a. **Directives Rescinded.**

- 1) PS 1280.2E Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences

b. **Directives Referenced**

- 1) PS 1280.3 Erroneous Releases and Escape Notification
- 2) PS 3310.4 Sexual Harassment Against Employees
- 3) PS 3350.2 Elimination of Sexual Abuse, Assault and Misconduct

7. **STANDARDS REFERENCED**

- a. American Correctional Association 4th Edition Standards for Adult Local Detention Facilities: 4-ALDF-2A-11, and 4-ALDF-2B-07.

8. **AUTHORITY.**

- a. D.C. Code § 24-211.02, Powers; Promulgation of Rules

9. **DEFINITIONS**

- a. Significant Incident – Any unplanned event or activity that disrupts the normal, orderly operation of an institution, facility or work unit but does not pose an immediate threat to life and /or property. Significant Incidents include but are not limited to:

- 1) Miscounts;
- 2) Misplaced, Lost, Stolen, or Damaged Property;
- 3) Equipment Malfunctions;
- 4) Verbal Confrontations;
- 5) Suicide gestures not requiring hospitalization;
- 6) Halfway House curfew violations, and

- 7) Vehicle accidents that do not result in personal injury or serious property damage.
- b. Extraordinary Occurrence – Any event, planned or unplanned, which results in loss of life, serious bodily injury or poses an immediate threat to the health, safety and/or welfare of staff, inmates or the general public. Extraordinary Occurrences include but are not limited to:
- 1) Escape/Attempted Escape;
 - 2) Erroneous/Late Release;
 - 3) On Duty Death of Staff Member;
 - 4) Death of an Inmate;
 - 5) Assaults;
 - 6) Disturbance;
 - 7) Hostage Situation;
 - 8) Fire;
 - 9) Inmate Work Stoppage;
 - 10) Staff Work Stoppage;
 - 11) Suicide/Attempted Suicide;
 - 12) Use of Force;
 - 13) Major Utility/Equipment failure or incidents regarding a major utility, utility system or essential equipment;
 - 14) Vehicular accidents resulting in personal injury or serious property damage;
 - 15) Arrest of an employee;
 - 16) Medical Emergency requiring 911 response;
 - 17) Criminal Activity requiring notification to OIA or MPD;
 - 18) Discharge of a Firearm (other than training);
 - 19) Failure to Clear a Recount;

- 20) Discovery of firearms (homemade or manufactured), drugs and controlled substances;
 - 21) Any unusual incident which may be newsworthy or politically sensitive;
 - 22) Any unusual incident involving a high profile inmate; and
 - 23) Any other matter which the Warden, Administrator or Office Chief determines to be of an extraordinary nature.
- c. Notification – The initial verbal exchange, email, or fax of information regarding a significant incident or extraordinary occurrence.
 - d. Report – The formal, written exchange of information regarding a significant incident or extraordinary occurrence submitted using the DOC Form 1 (Employee report) and DOC Form 2 (Supervisors Report).
 - e. Initial Report – A report containing information immediately available following a significant incident or extraordinary occurrence.
 - f. Supplemental Report – A report containing additional information, which becomes available after the initial report has been filed.
 - g. Final Report – The report containing all available information regarding a significant incident or extraordinary occurrence.

10. NOTIFICATION PROCEDURES

a. Significant Incidents

- 1) When a significant incident occurs the senior supervisor on duty shall ensure that notification is made through the appropriate chain of command, to the level of the CDF Major for Operations, Administrator, Office Chief, or Duty Administrative Officer (weekends) who will make a decision to stop the notification process at that level or continue notification to the executive staff level.
- 2) Notifications shall be initiated as soon as reasonably practical, usually within 1 hour of the discovery of the incident and the notification shall provide as much information available at that time.
- 3) Notifications will be recorded on the standard DOC Notification Form 1
- 4) Significant Incident reports shall be submitted through the chain of command to the Director's Office within fourteen (14) calendar days. The package shall contain the original initial, supplemental and final report forms, a cover letter from the Warden, Administrator or Office Chief summarizing the incident and any other pertinent information.

b. Extraordinary Occurrences

- 1) In the event of an extraordinary occurrence, the senior supervisor on duty shall ensure that notification is made, through the chain of command to the Director.
- 2) In the event of an escape, suspected escape, and erroneous release or walk-away from the D.C. Jail or a halfway house, the senior supervisor on duty shall ensure that the Office of Internal Affairs (OIA) is notified as required by PS 1280.3 *Erroneous Releases and Escape Notification*.
- 3) Notifications shall be initiated as soon as reasonably practical, usually within one (1) hour of the discovery of the incident and the notification shall provide the **C**ommitted date, **O**ffense, **S**entence, and **E**xpiration of sentence (COSE) for each inmate involved as well as any photographs available at that time.
- 4) Notifications shall be updated as new information is received. Notifications shall be recorded on the DCDC 1 Form.
- 5) Extraordinary Incident reports will be submitted through the chain of command to the Director's Office within ten (10) calendar days. With the exception of news worthy incidents, all documentation must be complete prior to the conclusion of the shift.

11. REPORTING PROCEDURES

a. Employee Reports

- 1) Any employee who is directly involved in, witnesses or becomes aware of a significant incident or extraordinary occurrence shall make immediate verbal notification to a supervisor.
- 2) As soon as reasonably practical, usually within one (1) hour following the incident or occurrence, the employee shall complete the DCDC Form 1, Employee Report of Significant Incident/Extraordinary Occurrence(Attachment 1) and submit it to his/her supervisor for review. Employees may not leave the work site until the report is submitted and the supervisor in charge of the incident or occurrence has an accurate account of the event from the employee submitting the DCDC Form 1.
- 3) The Supervisor in charge of the incident or occurrence shall complete the DOC Form 2, Official Report of Extraordinary Occurrence (Attachment 2).
- 4) As soon as reasonably practical, usually within one (1) hour following the Extraordinary Occurrence, the reporting supervisor shall transmit an initial report by telephone and E-Mail or Fax, to the Offices of the Deputy

Director and Director. The Directors Correspondence Unit shall forward a copy of the report to the following officials:

- a) Appropriate Deputy Director,
 - b) Warden, Administrator or Office Chief,
 - c) Media and Public Relations Chief, and
 - d) Internal Affairs Chief.
- 5) If additional information becomes available after the initial report has been filed, the reporting supervisor shall file a supplemental report and transmit it by telephone and E-Mail or Fax to the Offices of the Deputy Director and Director. The Directors Correspondence Unit shall distribute copies of the supplemental report to the officials listed in section four (4), above
 - 6) Within five (5) working days after the extraordinary occurrence, the formal Extraordinary Occurrence Report Package shall be forwarded through the chain of command to the Office of the Director. The package shall contain the original initial, supplemental and final report forms, a cover letter from the Warden, Administrator or Office Chief summarizing the incident and any other pertinent information.

b. Shift Reports

- 1) In addition to reports of Significant Incident and Extraordinary Occurrences, the Command Center staff shall include all activities surrounding the incident or occurrence in the shift report submitted at the end of the effected shift.

c. Special Reporting Procedures

- 1) **Sexual Misconduct and Sexual Harassment.** In addition to the notification and reporting procedures contained in this Program Statement, court ordered procedures for reporting incidents of Sexual Misconduct against Inmates and Sexual Harassment against Employees contained in Program Statements 3350.2 *Elimination of Sexual Abuse, Assault, and Misconduct* and 3310.4 *Sexual Harassment Against Employees* must also be followed.
- 2) **United States Marshal Service Inmates.** In the event an incident occurs involving a USMS inmate, notification shall also be made to the Supervisory Deputy Marshal's Office as soon as reasonably practical.
- 3) **REPORTING OF SERIOUS ASSAULTS.** When an inmate housed at the CDF is the victim of a serious assault at the hands of another inmate, the

area in which the assault took place will be considered a crime scene and preserved in accordance with established directives.

The Shift Supervisor on duty will make notification in accordance with this directive and will contact the Office of Internal Affairs and provide the following information:

- a) Names and DCDC numbers of all inmates involved;
- b) Location of the incident;
- c) Description of the incident;
- d) Names of any staff involved;
- e) A summary of the injuries; and
- f) A description of the weapon(s) used if applicable.

The Office of Internal Affairs will then contact the appropriate Metropolitan Police Department Units and complete an OIA Incident Notification Form.

A handwritten signature in black ink, appearing to read 'Thomas Faust', with a stylized, cursive script.

Thomas Faust
Director

Attachments

Attachment 1 – DCDC 1 Form – Employee Report of Significant Incident/Extraordinary Occurrence

Attachment 2 – DCDC 2 Form – Official Report of Extraordinary Occurrence