

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 10, 2018	Page 1 of 11
	POLICY AND PROCEDURE		SUPERSEDES:	1280.2H April 28, 2017	
			OPI:	Operations	
			REVIEW DATE:	September 10, 2019	
			Approving Authority	Quincy L. Booth Director	
SUBJECT:	REPORTING AND NOTIFICATION PROCEDURES FOR SIGNIFICANT INCIDENTS AND EXTRAORDINARY OCCURRENCES				
NUMBER:	1280.21				
Attachments:	Attachment 1 – DCDC 1 Form – Employee Report of Significant Incident/Extraordinary Occurrence Attachment 2 – DCDC 2 Form – Official Report of Extraordinary Occurrence Attachment 3 – Significant/Extraordinary Occurrence Report Checklist				

SUMMARY OF CHANGES:

Section	Change
	<i>Minor changes made throughout policy.</i>

APPROVED:



Quincy L. Booth, Director

9/10/2018
Date Signed

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 10, 2018	Page 2 of 11
POLICY AND PROCEDURE		SUPERSEDES:	1280.2H April 28, 2017	
		REVIEW DATE:	September 10, 2019	
SUBJECT:	REPORTING AND NOTIFICATION PROCEDURES FOR SIGNIFICANT INCIDENTS AND EXTRAORDINARY OCCURRENCES			
NUMBER:	1280.2I			
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1. **PURPOSE AND SCOPE.** To establish standardized procedures for reporting significant and extraordinary occurrences within the D.C. Department of Corrections (DOC).
2. **POLICY.** It is the policy of the DOC that when an extraordinary occurrence or significant incident occurs timely verbal and written notification will be made within the time frames set forth in this policy.
3. **APPLICABILITY.** This directive applies to all DOC employees.
4. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. Employees shall timely, uniformly and accurately report to DOC officials and designated agencies significant, extraordinary, non-routine, or notable events that occur in DOC facilities, offices and contract facilities
 - 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) PP 1280.2H Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences (4/28/17)

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 10, 2018	Page 3 of 11
POLICY AND PROCEDURE		SUPERSEDES:	1280.2H April 28, 2017	
		REVIEW DATE:	September 10, 2019	
SUBJECT:	REPORTING AND NOTIFICATION PROCEDURES FOR SIGNIFICANT INCIDENTS AND EXTRAORDINARY OCCURRENCES			
NUMBER:	1280.2I			
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b. Directives Referenced

- 1) PP 1010.1 Chain of Command
- 2) PP 1280.3 Erroneous Releases and Escape Notification
- 3) PP 1310.3 Volunteer Services Program
- 4) PM 1340.4 Media, Public Relations/Scheduling Department Events/Facility Tours
- 5) PP 2420.4 Email and Internet Use
- 6) PP 2920.5 Emergency Response and Evacuation Plan
- 7) PP 2921.2 Reporting Employment Accidents and On-the-Job Injuries
- 8) PP 3300.1 Employee Code of Ethics and Conduct
- 9) PP 3300.2 Non-Fraternization
- 10) PP 3310.4 Sexual Harassment Against Employees
- 11) PP 3350.2 Elimination of Sexual Abuse, Sexual Assault and Sexual Misconduct
- 12) PP 3800.5 Religious Discrimination and Accommodations Policy
- 13) PP 5010.9 Use of Force and Application of Restraints
- 14) PP 5011.1 Possession and Use of Firearms
- 15) PP 5020.1 Entrance and Exit Procedures
- 16) PP 5022.1 Tool Control
- 17) PP 5160.1 Emergency Response Team

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 10, 2018	Page 4 of 11
POLICY AND PROCEDURE		SUPERSEDES:	1280.2H April 28, 2017	
		REVIEW DATE:	September 10, 2019	
SUBJECT:	REPORTING AND NOTIFICATION PROCEDURES FOR SIGNIFICANT INCIDENTS AND EXTRAORDINARY OCCURRENCES			
NUMBER:	1280.2I			
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- 18) PP 5320.1 Key Control
- 19) PP 6080.2 Suicide Prevention
- 20) PP 8010.1 Work Release Program

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
- b. 42 U.S.C. §15601, et seq., Prison Rape Elimination Act
- c. 28 C.F.R. Part 115, Prison Rape Elimination Act National Standards
- d. D.C. Code § 22-3001, et seq., Sexual Abuse
- e. DPM Chapter 16 Corrective and Adverse Actions; Enforced Leave; and Grievances

9. NOTICE OF NON-COMPLIANCE. Failure to adhere to this policy may result in disciplinary action.

10. 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;

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 10, 2018	Page 5 of 11
POLICY AND PROCEDURE		SUPERSEDES:	1280.2H April 28, 2017	
		REVIEW DATE:	September 10, 2019	
SUBJECT:	REPORTING AND NOTIFICATION PROCEDURES FOR SIGNIFICANT INCIDENTS AND EXTRAORDINARY OCCURRENCES			
NUMBER:	1280.2I			
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- 4) Verbal Confrontations;
 - 5) Suicide gestures not requiring hospitalization;
 - 6) Community Corrections Centers curfew violations;
 - 7) Vehicle accidents that do not result in personal injury or serious property damage;
 - 8) Discovery of known contraband, associated or unassociated;
 - 9) Discovery of weapons (homemade or manufactured street knives); and
 - 10) Any other matter which the Warden, Administrator or Office Chief determines to be of a significant nature.
- 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/Abscond;
 - 2) Erroneous/Late Release;
 - 3) On Duty Death of Staff Member;
 - 4) Death of an Inmate;
 - 5) Assault;
 - 6) Disturbance;
 - 7) Hostage Situation;
 - 8) Fire;
 - 9) Inmate Work Stoppage;
 - 10) Staff Work Stoppage;

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 10, 2018	Page 6 of 11
POLICY AND PROCEDURE		SUPERSEDES:	1280.2H April 28, 2017	
		REVIEW DATE:	September 10, 2019	
SUBJECT:	REPORTING AND NOTIFICATION PROCEDURES FOR SIGNIFICANT INCIDENTS AND EXTRAORDINARY OCCURRENCES			
NUMBER:	1280.2I			
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- 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 special conveyance or 911 response;
 - 17) Criminal Activity requiring notification to OIS 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 incident which may be unusual or notable.;
 - 22) Any unusual incident involving a high profile inmate; and
 - 23) Any other matter which the Warden, Office Chief/Manager, or Supervisor 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 DCDC Form 1 (Employee report) and DCDC Form 2 (Supervisor Report).
 - e. *Initial Report* – A report containing information immediately available following a significant incident or extraordinary occurrence.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 10, 2018	Page 7 of 11
POLICY AND PROCEDURE		SUPERSEDES:	1280.2H April 28, 2017	
		REVIEW DATE:	September 10, 2019	
SUBJECT:	REPORTING AND NOTIFICATION PROCEDURES FOR SIGNIFICANT INCIDENTS AND EXTRAORDINARY OCCURRENCES			
NUMBER:	1280.2I			
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- 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.
- h. *Associated Contraband* – Any unauthorized item found on an employee, inmate, or individual who enters a DOC facility.
- i. *Unassociated Contraband*- Any unauthorized item found without a connection to an employee, inmate, or individual who enters a DOC facility.

11. PRELIMINARY NOTIFICATION. Within one (1) hour of the discovery of the incident, the Correctional Supervisory/Office Manager/Chief shall make verbal notification within the chain-of-command. Notifications shall be updated as new information is received.

a. Significant Incidents

- 1) When a significant incident occurs, the senior supervisor on duty shall ensure that the notification is made through the appropriate chain of command, to the level of the Major, 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) In case of Significant Incidents involving DOC Residential Substance Abuse Treatment (RSAT) clients, the DOC RSAT Program Manager shall also contact the Department of Health’s Risk Manager as soon as possible, but no later than twenty-four (24) hours after the incident occurs. DOC RSAT staff will fully cooperate with any related DOH investigations.

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.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 10, 2018	Page 8 of 11
POLICY AND PROCEDURE		SUPERSEDES:	1280.2H April 28, 2017	
		REVIEW DATE:	September 10, 2019	
SUBJECT:	REPORTING AND NOTIFICATION PROCEDURES FOR SIGNIFICANT INCIDENTS AND EXTRAORDINARY OCCURRENCES			
NUMBER:	1280.2I			
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- 2) In the event of an escape, suspected escape, and erroneous release/abscond or walk-away from the DOC correctional and contracted facilities the senior supervisor on duty shall ensure that the Office of Investigative Services (OIS) is notified as required by PP 1280.3 *Erroneous Releases and Escape Notification*.
- 3) Notifications shall be recorded on the DCDC Notification Form.
- 4) Extraordinary Incident reports shall be submitted through the chain of command to the Major's Office prior to the conclusion of the shift.

12. REPORTING PROCEDURES

a. Employee Reports

- 1) Any employee, contractor or volunteer who is directly involved in, witnesses, or becomes aware of a significant incident or extraordinary occurrence shall make immediate verbal notification to a Correctional Supervisor/Office Chief/Manager.
- 2) Within one (1) hour following the verbal notification to supervisory/managerial staff, the employee, contractor or volunteer shall complete the DCDC Form 1, Employee Report of Significant Incident/Extraordinary Occurrence (Attachment 1) and submit to the Supervisor for review.
- 3) Employees, contractors or volunteers shall not leave the facility/work site until the report is submitted and the Correctional Supervisor/Office Chief/Manager in charge of the incident or occurrence has an accurate account of the event from the employee submitting the DCDC Form 1.
- 4) If an employee, contractor or volunteer is unable to provide a written report due to a serious bodily injury requiring immediate medical treatment, the employee, contractor or volunteer shall provide a verbal statement to the supervisor (if physically able), and the supervisor shall transcribe it into a DCDC1.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 10, 2018	Page 9 of 11
POLICY AND PROCEDURE		SUPERSEDES:	1280.2H April 28, 2017	
		REVIEW DATE:	September 10, 2019	
SUBJECT:	REPORTING AND NOTIFICATION PROCEDURES FOR SIGNIFICANT INCIDENTS AND EXTRAORDINARY OCCURRENCES			
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b. **Supervisory Reports**

- 1) **Verbal Notification.** The reporting Correctional Supervisor/Office Chief/Manager shall make immediate verbal notification to the Shift Commander or their immediate Manager regarding a significant incident or extraordinary occurrence.
 - 2) **Written Notification.** The Correctional Supervisor/Office Chief/Manager in charge of the incident or occurrence shall:
 - a) Obtain and review the DCDC Form 1 prepared by the employee, contractor, or volunteer to ensure completeness and accuracy.
 - b) Complete the DCDC Form 2, Official Report of Significant/Extraordinary Occurrence (Attachment 2).
 - c) As soon as reasonably practical, usually within one (1) hour following the Extraordinary/Significant Occurrence, the reporting supervisor shall transmit an initial report by email to the Incident Notification List.
 - d) If additional information becomes available after the initial report has been filed, the reporting supervisor shall file a supplemental report and transmit it by email to the Incident Notification List.
 - 3) Within fourteen (14) working days after the significant incident, the final Significant Incident Report Package shall be forwarded by email through the chain of command to the Office of the Director.
 - 4) Within five (5) calendar days after the significant incident, the final Significant/Extraordinary Occurrence Report Package shall be uploaded into the Incident Tracking Database.
- c. **Shift Reports.** 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 affected shift.
- d. **Incident Tracking System (Lotus Notes).** The Major's office will scan all reports and supporting documentation into Incident Tracking (Lotus Notes).

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 10, 2018	Page 10 of 11
POLICY AND PROCEDURE		SUPERSEDES:	1280.2H April 28, 2017	
		REVIEW DATE:	September 10, 2019	
SUBJECT:	REPORTING AND NOTIFICATION PROCEDURES FOR SIGNIFICANT INCIDENTS AND EXTRAORDINARY OCCURRENCES			
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Supervisors shall verify information utilizing the Significant/Extraordinary Occurrence Report Checklist (Attachment 3) to ensure all documentation/forms are received.

e. ***Special Reporting Procedures***

- 1) **Sexual Harassment Against Employees.** Reporting Incidents of Sexual Harassment against Employees shall be handled in strict compliance with DOC PP 3310.4 *Sexual Harassment Against Employees*.
- 2) **PREA**
 - a) Any DOC employee, volunteer or contractor receiving any information, from any source, or who observes an incident concerning sexual assault, sexual abuse or sexual misconduct shall report and document it in accordance with Elimination of Sexual Abuse policy PP 3350.2 Section 14 “Reporting Procedures for Staff”.
 - b) **United States Marshal Service (USMS) 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 by a Shift Supervisor.
- 3) **Reporting Of Serious Assaults.** When an inmate housed at DOC correctional and contracted facilities 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 Senior Shift Supervisor on duty will make notification in accordance with this directive and will contact the OIS and provide the following information:

- a) Names and DCDC numbers of all inmates involved;
- b) Location of the incident;
- c) Description of the incident;

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 10, 2018	Page 11 of 11
POLICY AND PROCEDURE		SUPERSEDES:	1280.2H April 28, 2017	
		REVIEW DATE:	September 10, 2019	
SUBJECT:	REPORTING AND NOTIFICATION PROCEDURES FOR SIGNIFICANT INCIDENTS AND EXTRAORDINARY OCCURRENCES			
NUMBER:	1280.2I			
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- d) Names of any staff involved;
- e) A summary of the injuries; and
- f) A description of the weapon(s) used if applicable.

Attachments

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

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

Attachment 3 – Significant/Extraordinary Occurrence Report Checklist

DOC/PP1280.2I/9/10/2018



D.C. DEPARTMENT OF CORRECTIONS
EMPLOYEE REPORT OF SIGNIFICANT INCIDENT/EXTRAORDINARY OCCURRENCE
(Type or Print)

Institution: _____ **Date:** _____
Employee Name: _____ **Title:** _____

Signature: _____ **Supervisor:** _____

Shift : _____ **Post :** _____ **Time of Occurrence**
: _____ Type of Occurrence:

Location: _____

Inmates Involved Name and DCDC	Staff Involved Name and Title	Witness Inmate and/or Staff

Complete detailed description of incident (if force was used, include events leading up to the use of force)

DCDC-1
EOR# _____

Actions Taken (In chronological order with times listed)

Descriptions of Weapons, if any (Include photocopy if possible)

Describe injuries to staff or inmates and medical attention required (if any)

If force was used, describe type (i.e. physical, chemical agent, baton, etc.)



**D.C. DEPARTMENT OF CORRECTIONS
OFFICIAL REPORT OF EXTRAORDINARY OCCURRENCE**

Institution/Facility _____
EOR # _____

Type of Report <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Final <input type="checkbox"/> Supplemental	Date of Incident: _____ Time: _____ Date of Report: _____ Time: _____	
NATURE OF INCIDENT (Check one or more) <input type="checkbox"/> Escape/Escape Attempt <input type="checkbox"/> Arrest, Employee <input type="checkbox"/> Death – Natural/Foulplay <input type="checkbox"/> Medical Emergency <input type="checkbox"/> Major Assault <input type="checkbox"/> Major Utility Failure <input type="checkbox"/> Riot or Disturbance <input type="checkbox"/> Firearm Discharge <input type="checkbox"/> Hostage taking <input type="checkbox"/> Inmate Work Stoppage <input type="checkbox"/> Accident (Vehicle) <input type="checkbox"/> Suicide/Attempt <input type="checkbox"/> Emp. Work Stoppage <input type="checkbox"/> other (specify) <input type="checkbox"/> Bomb Threat <input type="checkbox"/> Use of Force	IF AN ESCAPE, COMPLETE Notification made to: Present status: <input type="checkbox"/> US Marshal (VA) <input type="checkbox"/> At-Large <input type="checkbox"/> US Marshal (DC) <input type="checkbox"/> Surrendered <input type="checkbox"/> Metropolitan Police Department <input type="checkbox"/> Apprehended <input type="checkbox"/> Fairfax County <input type="checkbox"/> Wounded <input type="checkbox"/> Prince William County <input type="checkbox"/> Killed <input type="checkbox"/> Warrant Squad <input type="checkbox"/> Other <input type="checkbox"/> other <input type="checkbox"/> D.C. Jail – WALES Date _____ Time _____	
Name and Identification (Inmate #, Employee Title)	PRINCIPALS INVOLVED IN INCIDENT Charge/Sentence EOD Date (if inmate) (if employee)	How Involved (Suspect, Victim, Witness, Etc.)
TACTICAL INFORMATION		
Initial Report By: _____	Date: _____	
Lockdown Called Date: Time:	Notification Initiated Date: Time:	
Evidence Secured: recovered by Yes <input type="checkbox"/> No <input type="checkbox"/>	Notification Completed Date: Time:	
Video Camera Used Yes <input type="checkbox"/> No <input type="checkbox"/>	Video Operator	
Pictures Taken Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Camera Operator	
ERT on Stand By Date: Time:	ERT Activated N/A Date: Time:	
Siren Sounded Date: Time:	Command Post Activated Date: Time:	
Communications Office Notified Date: Time:	Escape Search Initiated Date: Time:	
Normal Operation Resumed	Escape Search Terminated	

Date: Time:	Date: Time:
Name and Title of Reporting Official (Print)	Signature of Reporting Official (Date)

"OFFICIAL REPORT OF EXTRAORDINARY OCCURRENCE"
DCDC-2

EOR # _____

NARRATIVE: Describe incident in as much detail as is available at the reporting (i.e., initial, final, supplemental) to include who, what, when, where, why, and how. (Print or type)

Name and Title of Reporting Official (Print)	Signature of Reporting Official (Date)
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Significant/Extraordinary Occurrence Report Checklist

Date: _____

Significant/Extraordinary Incident Report #	Lieutenant's Initial's	Captains Initial's	Major's Initial's	Remarks
Federal Inmate: Yes or No				
Major's Report				
DCDC#2				
DCDC#1				
Notification Sheet				
E-Mail Notification Sheet				
Photographs				
CD's For All Use Of Force 1 CD to be labeled and forwarded with Package/Label federal for all federal prisoners 1 CD to be labeled and forwarded to be stored in a secured cabinet in the Major's Office/Label federal for all federal prisoners				
Notifications to USMS/DOJ All Significant/Extraordinary Occurrences of Federal Prisoners E-Mail henry.alvarado@usdoj.gov Telephone: 202-353-0653				
Notification for FBOP Juveniles placed on status must be made within two hours of incident. Timothy Barnett Residential Re-entry Manager FBOP 301-317-3142 (office) 202-353-5453(cell) Email t2barnett@bop.gov				
Fitness for Duty Forms				
Chain of Custody Forms				
Dr's/Investigative Reports				
Prosecution Forms (These forms will not be used in any cases referred to MPD)				
Separation Orders				
Significant/Extraordinary Checklist				
Special Management Placement Form				
Pre-Segregation Health Evaluation Form				
Inmate Injury Form				
Inmate Personal Property Inventory				



Significant/Extraordinary Occurrence Report Checklist
Date: _____

Receipt				
Protective Custody Request Waiver Form				
Protective Custody/Administrative Case Summary				

Type of Incident: _____ Unit: _____ Date: _____
Parties Involved: _____ / _____ / _____