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<b>Section-05 Emergency Plans</b>	<b>OP-050109</b>	<b>Page: 1</b>	<b>Effective Date: 03/29/2022</b>
<b>Reporting of Incidents</b>	<b>ACA Standards: None</b>		
<b>Scott Crow, Director</b> <b>Oklahoma Department of Corrections</b>		<b>Signature on File</b>	

## Reporting of Incidents

### I. Definitions

#### A. Facility

Institutions and community corrections centers.

#### B. Facility Head

Wardens and community corrections center administrators.

#### C. Incident

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.

#### D. Unit Head

Unit administrators and probation and parole administrators.

### II. Reporting of Incidents

#### 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). The incident will also be recorded in the Offender Management System (OMS) if available.

2. Incidents that involve possible Prison Rape Elimination Act (PREA) (see [OP-030601](#) entitled "Oklahoma Prison Rape Elimination Act") 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 an "Incident/Staff Report" ([Attachment A](#), attached).

#### B. Preparing the Incident Report

1. Employees will type or neatly handwrite incident reports in black ink on the "Incident/Staff Report" form ([Attachment A](#), attached) and enter them into the Offender Management System (OMS) unless otherwise instructed. If the facility/unit uses OMS to record incidents, the facility head will establish a process for the appropriate dissemination of such information. The facility head will also identify those staff responsible for entering the incident reports 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, in accordance with [OP-040119](#) entitled "Intelligence." Upon completion, the STG Validation Form will be forwarded to the assigned facility intelligence agent and/or criminal interdiction agent.
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" ([Attachment A](#), attached) as well as to any additional staff member(s) as specified by the facility/unit head.

#### III. References

Policy Statement P-050100 entitled "Emergency Plans for the Oklahoma Department of Corrections"

OP-030601 entitled "Oklahoma Prison Rape Elimination Act"

OP-040119 entitled "Intelligence"

IV. Action

All senior/executive staff members 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: OP-050109 entitled "Reporting of Incidents" dated February 23, 2021

Distribution: Policy and Operations Manual  
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	"Incident/Staff Report"	Attached
<a href="#">Attachment A</a>	"Security Threat Group Validation Form"	<a href="#">OP-040119</a>