

Incident Notification Checklist

As incidents vary, additional questions may need to be asked to clarify (if possible) the event(s) that occurred. An update of staff or offender injuries will require a follow-up e-mail to provide the condition of staff and/or offenders. This update should be requested periodically and supplied by the facility as new information is learned.

Date Report Completed:

Facility:		Reported by:	
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Type of Incident:	
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Date/Time Incident Occurred:		Date/Time Division Manager Notified:	
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Location of Incident (Unit, Quad, Cell, dining hall, etc.)		Unit locked down?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Has DOC Inspector General been notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	By Whom?		When?	
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Incident Classification

1. Offender-on-Offender assaults with serious injury:
 - 1a. Number of Offender-on-Offender victims of assaults with serious injury:
2. Offender-on-Offender assaults without serious injury:
3. Offender-on-Offender fight:
4. Offender-on-Offender assaults by throwing substances:
5. Disruptive Event:

Offenders Involved

(attach additional pages if needed)

Full Name		DOC #		Race		Age		Crime(s)

Staff Involved

(attach additional pages if needed)

Full Name		Title/Position	

Brief Summary of Incident

Staff/Offender Injuries

(Be as specific as possible—head wound, puncture wound, etc., to include any emergency treatment/hospital transport)

Weapons Used/Recovered
 (if known)

If applicable, was the offender single celled?

Yes No

If no, was cell partner involved?

Yes No

Name/DOC#

Any other pertinent information specific to this incident

Notification

Reported to Division Manager by:

Name: _____ **Date:** _____ **Time:** _____

INSPECTOR GENERAL'S OFFICE TO NOTIFY THE PUBLIC INFORMATION OFFICER

_____ **Date:** _____ **Time:** _____

Signature of Division Manager

Comprehensive Report Ordered: ____ Yes ____ No

The report will be as detailed as possible utilizing Attachment A "Comprehensive Report."

Incident Classification Definitions

Offender-on-offender assaults with serious injury – A serious injury requires urgent and immediate medical treatment and restricts the offender's usual activity. Medical treatment should be more extensive than mere first aid, such as the application of bandages to wounds; it might include stitches, setting of broken bones, treatment of concussion, loss of consciousness, etc.

Number of Offender-on-offender victims – An assault may have more than one victim; count the number of victims.

Offender-on-offender assaults without serious injury – An assault that results in an injury that does not require urgent and immediate medical treatment.

Offender-on-offender fight – Do not count serious assaults or assaults that do not involve serious injury as "fights." A fight may include a flare of tempers with physical contact (e.g. punch, hard shove, etc.), mutual combat, or minor physical contact between two or more offenders where there was no injury.

Offender-on-offender assaults by throwing substances – Exclude assaults with serious injury. Include assaults by throwing or spitting liquid, blood, waste, chemicals, urine, etc. that involved non-serious injury or no injury.

Disruptive Event – Incidents brought about by offender action that resulted in loss of control of the facility or a portion of the facility and required extraordinary measure to regain control.

Victim – An individual who is harmed or assaulted by another individual regardless of whether the identity of the assailant(s) was substantiated by the disciplinary process or a court of law. However, there must be sufficient evidence that the injury resulted from an attack and not an accident.