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<b>Reporting of Incidents</b>	<b>ACA Standards: 4-4183, 4-ACRS-2A-09</b>		
<b>Robert Patton, Director</b> <b>Oklahoma Department of Corrections</b>	<b>Signature on File</b>		

## Reporting of Incidents

### I. Reporting of Incidents

An incident is defined as any occurrence which: appears out of the ordinary, is suspect, is a rule violation, has serious impact to the security of the institution or provides the sharing of information. (4-4183, 4-ACRS-2A-09)

#### A. Reporting Requirements

1. Any staff member who is involved in, witnesses or has knowledge of an incident involving offenders, staff, visitors, contraband or other reportable issues will record the incident on the “Incident/Staff Report” form ([Attachment A](#), attached) and/or in the Offender Management System (OMS). Both methods of recording shall be utilized if available.
2. Incidents that involve possible PREA (sexual assault) 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 [Attachment A](#).

#### B. Preparing the Incident Report

1. All incident reports will be typed or neatly written in black ink on the “Incident/Staff Report” form ([Attachment A](#)) and entered into the Offender Management System (OMS) if so utilized. If the facility/district/unit utilizes OMS to record incidents, the facility head will establish a process for the appropriate dissemination of such information and will identify those staff responsible for entering the information 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. Upon completion, the “STG Validation Form” will be forwarded to the Office of the Inspector General.

4. Incident reports will be submitted to the shift/departmental supervisor prior to the end of the shift or prior to being relieved. If additional time is needed to complete the report, prior approval must be received by the facility/district/unit head or designee.
5. The shift/departmental supervisor will review and sign all incident reports and ensure they have been properly completed. The shift/department supervisor will indicate in the appropriate section what action was taken.
6. The shift/departmental supervisor will ensure that all incident reports are disseminated as indicated in the distribution section of the “Incident/Staff Report” as well as to any additional staff as specified by the facility/district/unit head.

## II. References

Policy Statement No. P-050100 entitled “Emergency Plans for the Oklahoma Department of Corrections”

## III. Action

The appropriate division manager is responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-050109 entitled “Reporting of Incidents” dated January 15, 2014

Distribution: Policy and Operations Manual  
Department Website

Attachments

Title

Location

[Attachment A](#)

“Security Threat Group Validation Form”

[OP-040119](#)

[Attachment A](#)

“Incident/Staff Report”

Attached