

	State of Alaska Department of Corrections Policies and Procedures		Index #: 104.01	Page 1 of 3		
			Effective: 10/22/13	Reviewed: 12/19/13		
			Distribution: Public	Due for Rev: 10/2017		
	Chapter:	Administration, Organization, and Management				
	Subject:	Special Incident Reporting				

- I. Authority
In accordance with 22 AAC 05.155, the Department will maintain a manual composed of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.
- II. References
Alaska Statutes
AS 33.30.011
AS 11.41.200, .210, .250
AS 11.91.900
AS 11.81.900
- III. Purpose
To ensure accurate and timely reporting of non-routine events.
- IV. Application
All staff, including staff of contract facilities.
- V. Definitions
As used in this policy, the following definitions shall apply:
- A. Class A Incidents (Division of Institutions)
1. Death of a prisoner or staff;
 2. Serious injury to staff while on duty;
 3. Assault on staff that results in serious injury;
 4. Fighting which results in serious injury;
 5. Sexual assault resulting in a felony investigation;
 6. Any situation where a hostage or hostages are taken;
 7. General disturbance;
 8. Discharge of a firearm;
 9. Bomb threat;
 10. Confiscation of a deadly weapon;
 11. Escape or attempted escape from a secure facility;
 12. Fire which leads to injury or evacuation;
 13. Intermediate or Deadly Use of Force;
 14. Any other incident that results in a serious breach of institutional security or poses a serious and immediate threat to the safety of the public, staff, prisoners, or immediate media attention.
- B. Class A Incidents (Division of Probation/Parole)
1. Death or serious injury to staff;
 2. Assault on staff with serious injury;
 3. Any situation where a hostage or hostages are taken;
 4. Discharge of a firearm;
 5. Bomb Threat;
 6. Fire which leads to injury or evacuation of a probation office;
 7. Use of OC, intermediate or deadly force;
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8. Any other incident that results in a serious and immediate threat to the safety of the public, staff, probationers/parolees on supervision, or immediate media attention.
- C. Class B Incidents (Division of Institutions)
1. Life-threatening suicide attempt;
 2. Use of force resulting in injury;
 3. The arrest of a prisoner or offender leading to a criminal investigation;
 4. Confiscation of controlled substances;
 5. Confiscation of a cellular telephone;
 6. Fire not resulting in injury or evacuation;
 7. Any PREA incident.
 8. Any other Class B incident not listed that might require an SIR.
- D. Class B Incidents (Division of Probation/Parole)
1. Death of a probationer or parolee except by accidental or natural causes;
 2. Assault on staff without serious injury;
 3. New felony charges for serious assaults;
 4. Use of force with Active Measures;
- E. Class C Incidents (Division of Probation and Parole):
Important and non-routine events not included under Class A or Class B incidents, reported at the discretion of an employee of the Division of Probation and Parole and directed to the Supervising Probation Officer.
- F. Class D Incidents (Division of Administrative Services, Office of the Commissioner):
Important and non-routine events reported at the discretion of an employee of the Division of Administrative Services or the Office of the Commissioner and directed to the Director of the Division of Administrative Services or to the Commissioner.
- G. Special Incident Report (SIR):
The SIR is the document to ensure timely reporting of non-routine events that may affect Department operations, be sensitive in nature, or be of potential interest to the media.
- H. Deadly weapon:
Any firearm, or any device designed for and capable of causing death or serious physical injury, including a knife, axe, club, metal knuckles or an explosive.
- I. General Disturbance:
Any conduct by a group of prisoners that can be interpreted by staff as a group demonstration, work stoppage or general disturbance and may transcend into a riot.
- J. Prison Rape Elimination Act (PREA):
Any sexual misconduct that meets the PREA protocols for reporting.
- K. Public Records Coordinator:
A staff person designated by the Commissioner to receive, process and respond to Public Records Requests under the Public Records Act.
- L. Communications Coordinator:
Department employee designated by the Commissioner to receive, research and respond to requests for information, access to facilities or other accommodation by media representatives.

VI. Policy

Notification to the appropriate Division Director shall be made regarding significant incidents according to the time frames stated in this policy. The Superintendent or Chief

Probation Officer shall review Special Incident Reports (SIR) for accuracy and submit them when actions related to the incident conclude.

VII. Procedure

- A. Oral notification of Class A incidents shall occur within one (1) hour and be directed to the appropriate Division Director or Deputy Director by a Superintendent or Chief Probation Officer or his/her designees. If the Director or Deputy Director is not available, the report shall be made to a Deputy Commissioner or the Commissioner.
- B. Notification of Class B incidents shall occur by 10 am of the next working day and be directed to the appropriate Division Director or Deputy Director by a Superintendent or Chief Probation Officer or his/her designees.
- C. All Class C and Class D incidents shall be reported within one working day unless an extension is approved.
- D. Each SIR form is to be written by the employee with the most direct knowledge of the incident with additional statements provided by other employees with direct knowledge of the incident. All completed SIR forms are to be submitted to the Superintendent or Chief Probation Officer. The Superintendent or Chief Probation Officer shall submit completed SIR forms to the appropriate Division Director and Director of the Division of Administrative Services.
- E. A copy of each SIR along with any supporting documents will be retained by the Director of the Division of Administrative Services or designee according to the records retention schedule designated by the Director of the Division of Administrative Services.
- F. The Chief PO or Superintendent is responsible to insure accuracy of the SIR and that supporting documents, including video recordings, are included or provided when available.
- G. An existing SIR shall be amended or expanded as necessary as an incident continues or until a resolution is met.
- H. In the event of a media enquiry, the appropriate Division Director or Deputy Director and Communications Coordinator shall be immediately contacted. All media enquiries shall be directed to the Communications Coordinator through the appropriate Division Director or Deputy Director.
- I. All documentation, discussions, and reports of special incident investigations shall be considered confidential pending review by the Public Records Coordinator.
- J. The SIR is not part of the offender file.

VIII. Implementation

This policy and procedure is effective when it is signed by the Commissioner. Each Manager shall incorporate the directions outlined in this document into local policy and procedure. All local policies and procedures must conform to these directions; any deviation must be approved in writing by the Division Director.

10/22/2013

SIGNATURE ON FILE

Date

Joseph D. Schmidt, Commissioner
Department of Corrections

Applicable Forms to this Policy:
104.01A Special Incident Report