

Incident Report

Major Minor

Incident ID: Facility: Incident Date: Time: Location/Dorm:

Reporting Official: Video Used? Operator Name:

Did incident result in serious injury? No Staff Inmate

Offender Weapon? Y N Weapon Description:

Use of Force? Y N UOF Equipment Used? Y N Taser Chemical Firearm Hands-On Other:

Does this incident report contain contraband? Y N If Yes, it was found... Inside Grounds Outside Grounds

Is the contraband associated with a throw-over? Y N

Incident Category: Check all that apply:

- Accident, Attempted Suicide, Cell Extraction, Contraband - Hard, Contraband - Nuisance, Death, Disruptive Behavior, Disruptive Event, Drugs, Employee Contact with Blood, Escape, Escape Attempt, Failure to Execute Policy, Fight, Fire Incident, Four/Five Point Restraint, Homicide, Hunger Strike, Illness, Injury, Inmate Internet Violation, Inmate Special Transport, Inmate Strip Cell Status, Inmate to Inmate Assault, Inmate to Staff Assault, Institutional Drill, Keys/Tools, Maintenance Incident, Personal Dealings with Inmate, PREA - Allegation, Projecting Bodily Fluids, Property, Self-Injurious Behavior, Shakedown, Staff Shakedown, Staff to Staff Assault, Suicide, Taking Hostage, Unauthorized Contact, Use of Force, Visitor Incident, Wireless Device, Wireless Device Accessory

Table with 8 columns: Involved INMATE Name, GDC #, UOF, DR, Injury, Weapon, Sex. Alleg., and Directly Involved OR Witness. Includes rows for involved inmates and witnesses.

Table with 8 columns: Involved Staff Name / Title, Employee ID#, Race, Sex, Force Used, Staff Equip., Equip. Type. Includes rows for involved staff members.

Table with 4 columns: WITNESS Name, Number / Title, WITNESS Name, Number / Title. Includes rows for additional witnesses.

Table with 6 columns: Name/Agency Notified, Date, Time, Name/Agency Notified, Date, Time. Includes rows for notified agencies.

Reporting Official Signature: Date: Supervisor Signature: Date:

WARDEN / SUPERINTENDENT REVIEW: Was this incident forwarded for investigation? Yes No Warden's Comments:

Warden/Superintendent Signature Date

Retention Schedule: A copy shall be maintained in the offender's institutional file and retained according to the official retention record for that file. Copies maintained in Security shall be retained for three (3) years and then destroyed.