

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Incident Reporting		
Policy Number: 203.03	Effective Date: 3/2/2018	Page Number: 1 of 5
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

I. Introduction and Summary:

Each facility is required to document all incidents and to report all major incidents to the Facilities Division of the Georgia Department of Corrections (GDC). This policy is applicable to all state facilities, private prisons, county prisons, and centers housing GDC Offenders.

II. Authority:

- A. GDC Rules: 125-2-4-.20, 125-3-1-.07, 125-4-4-.10 and 125-4-4-.11;
- B. GDC Standard Operating Procedures (SOPs): 203.04, Notification/Clearance of Escapes; 208.03, Death of an Offender; 208.06, Prison Rape Elimination Act (PREA) - Sexually Abusive Behavior Prevention and Intervention Program; 209.04, Use of Force and Restraint for Offender Control; 215.04, Transitional Center Security Procedures & Responsibilities; and 103.01, Investigations; and
- C. ACA Standards: 2-CO-1C-05, 4-4191 (MANDATORY), 4-4202, 4-4203 (MANDATORY), 4-4206 (MANDATORY), 4-4265, 4-4281-8 and 4-4425.

III. Definitions:

- A. **Major Incidents** - Activities that are outside normal routine and might cause public concern or notoriety. Such incidents affect the health, safety, custody, control, or management of the Offender, or the health, safety and management of staff. Examples of these would be the death or suicide of an Offender; serious injuries, accidents, and illness of Offenders and of staff during work activities; allegations of sexual assault, sexual harassment concerning Offenders and staff; disturbances, escapes, riots, hunger strikes, hostage taking, use of force, Offender(s) remaining in restraints at the end of the shift, discharge of a firearm or other weapon, use of chemical agents to control Offenders and work stoppages; fire with major property damage or evacuation; problems with keys, fences, or gates that compromise the security of the prison; major mechanical breakdowns that affect the orderly operation of the prison; and staff contact with blood. Escapes will require additional reporting according to SOP 203.04, Notification/Clearance of Escapes and SOP 215.04, Transitional Center Security Procedures & Responsibilities.

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B. **Minor Incidents** - Activities that are considered to be within the normal routine at facilities/centers and would not cause any adverse public concern or notoriety. Examples of such incidents would be certain non-serious Offender injuries that can be addressed or treated by the local facility medical staff, minor damage to state property or equipment that does not affect the orderly operation of the facility, or the issuance of emergency keys for non-emergencies.

C. **Offender** - A person who has been placed under the supervision of Georgia Department of Corrections.

IV. Statement of Policy and Applicable Procedures:

A. All incidents will be reported to the Regional Director as soon as possible. Offender or staff who require medical attention because of an injury in an incident shall receive immediate medical examination and treatment. During the initial call, the Warden/Superintendent will provide as much information as possible; for example, the person(s) involved, ID number, STG, injuries if applicable, location of incident, and type of incident. Once an assessment of the situation is obtained, all other pertinent information will be relayed to the Regional Director. The Regional Director shall then advise the Director of Field Operations of those incidents that are determined to be Major Incidents

B. Once advised by the Regional Director, the Warden/Superintendent or designee will contact GDC Communications Center in Forsyth, Ga. at (478) 992-5111 (Telephone), (478) 992-5119 (Fax).

1. GDC Central Communications Center shall notify:

- a. Division Director.
- b. Public Affairs Office.
- c. Office of Professional Standards.
- d. Director of Special Operations; and

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e. Others as directed.

C. Incident Reports: The Incident Report Form, Attachment 1, is the standard document that should be utilized when reporting an incident in writing. The Incident Report Supplement Form, Attachment 2, shall be utilized to document the incident's summary. Both attachments, along with witness statements and supporting documentation shall always be completed after any incident, including Use of Force, and submitted to the Warden/Superintendent or their designee no later than the conclusion of the tour of duty. Incident Report Supplement Form, Attachment 2, should not be confused with, Use of Force Supplement Report, Attachment 1, from SOP 209.04, Use of Force and Restraint for Offender Control, which shall also be completed for incidents involving Use of Force. The following describe reporting expectations and time requirements for those reports:

1. After any Major Incident, especially in the event of the death of an Offender, a telephone report shall be made immediately to the Regional Director **and** upon authorization, to the Communications Center. The notification process for Offender deaths is outlined in SOP 208.03, Death of an Offender.
2. The Shift Officer-in-Charge (OIC) will submit an Incident Report by the end of the designated shift and forward it to the Chief of Security for review. The Chief of Security will be responsible for reviewing and forwarding to the Deputy Warden of Security for review. After the final review, the Incident Report will be forwarded to the Warden/Superintendent. Other information or reports shall be provided after the initial Incident Report if the information becomes available or as an investigation continues. Such activity shall be coordinated with the Regional Director.
3. The original Incident Report, Attachments 1, and 2, shall remain at the facility or center where the incident occurred and copies shall be made and placed in the appropriate Offender's or staff member's file. The Warden/Superintendent shall make the determination as to whether the incident is Major or Minor Incident. A tracking system should be developed at the local level which shall include, but not be limited to, the following areas: Use of force, injury or death

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of an Offender, injury or death of staff, use of weapon, facility mechanical breakdowns, chemical incidents, fire, Offender sexual assault/sexual misconduct allegations, etc. PREA reports shall be processed according to SOP 208.06. Prison Rape Elimination Act (PREA) - Sexually Abusive Behavior Prevention and Intervention Program. Requests for time extension for final report submittal shall be submitted to the Regional Director.

4. The report shall be reviewed and signed by the Warden/Superintendent or, in their absence, a designee.
5. The following major points shall be addressed:
 - a. Who? Identify person(s) involved, Offenders, staff or others.
 - b. What? Details of the incident, conversation or circumstances being reported.
 - c. When? The exact time of day, day of week, and the date. When the incident began, when it ended.
 - d. Where? The exact location of the incident.
 - e. How? The order or sequence of events.
 - f. The appropriate corrective action for all incidents that result in injury to an staff member or Offender.
6. All Incident Reports, shall be completed and entered into the SCRIBE database, within five (5) calendar days of the date of the incident.
7. Routing of Major Incident Reports: The routing of any Major Incident Reports should adhere to the following procedures:
 - a. The Warden/Superintendent shall forward any Major Incident Report to the appropriate Regional Director in accordance with SOP 103.01,

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Investigations. Additionally, the reporting requirements in SOP 209.04, Use of Force and Restraint for Offender Control shall also be utilized.

b. In those cases, that are considered to be appropriate, or where there is a need for additional investigation, the Regional Director will forward the Incident Report to the Field Operations Director for review and dissemination.

8. In any situation involving the reporting of incidents, the Warden/Superintendent shall serve as the official record keeper for both Major and Minor Reports.

V. Attachments:

Attachment 1: Incident Report Form

Attachment 2: Incident Report Supplement Form

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, a copy of Attachments 1 and 2, of this SOP, shall be kept locally for three (3) years and then destroyed. A copy shall be made and placed in the Offender's or staff member's file. PREA Incident Reports shall be processed according to SOP 208.06, Prison Rape Elimination Act (PREA) - Sexually Abusive Behavior Prevention and Intervention Program and are retained in accordance with the established schedule in that policy.