

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.71	Page 1 of 5
	Original Effective Date: 12/05/02	New Effective Date: 05/14/18
	Supersedes: 300.00.71	Dated: 02/01/17
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Reporting Serious Incidents, Events of Special Interest and Legislative Inquiries		

POLICY

The Division of Adult Institutions shall ensure notification is made to designated DOC staff in Central Office of serious incidents, events of special interest and legislative inquiries. Department and Division administrative personnel shall be expeditiously informed of all matters of significant interest that occur in adult facilities.

REFERENCES

Wisconsin Administrative Code s. DOC 309.03 – News media access to inmates

DAI Policy 300.00.70 – Assaults by Inmate, Reporting and Tracking

DAI Policy 300.00.79 – Media

DAI Policy 500.70.25 – Suicide Prevention in Adult Correctional Facilities

Attachment A – DAI Incident Reporting Guidelines

Attachment B - After Action Review Format

DEFINITIONS, ACRONYMS, AND FORMS

AAR – After Action Review

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-2466B – Incident Information (WICS)

Legislative contacts – Includes inquiries from legislative offices for information, requests for visits/tours, and invitations to legislators to attend or speak at DAI-sponsored events.

Serious suicide attempt – Self-harm attempt to intentionally end one's life that results in the need for emergency care, an emergency room visit or hospitalization.

WICS – Wisconsin Integrated Corrections System

PROCEDURE

I. Incidents/Events

- A. Serious incidents, including but not limited to the following:
 1. All escapes and escape attempts.
 2. Incidents committed by inmates, such as:
 - a. Homicides.

DAI Policy #: 300.00.71	New Effective Date: 05/14/18	Page 2 of 5
Chapter: 300 Administrative		
Subject: Reporting Serious Incidents, Events of Special Interest and Legislative Inquiries		

- b. Significant self-harm behavior.
- c. Suicides or serious suicide attempts.
- d. Sexual assaults.
- e. All staff or visitor assaults (see DAI Policy 300.00.70).
- f. Significant inmate on inmate assaults (see DAI Policy 300.00.70).
3. Major damage to state property (natural or intentional).
4. Bomb threat or explosion.
5. Use of force.
6. Serious injury to staff or inmates.
7. Death of an inmate.
8. Death of a staff member.
9. Major utility malfunctions that seriously impact normal facility operations, i.e., loss of water, loss of heat and loss of power.
10. Health threat that may affect the inmates or employees.
11. Employee job action.
12. Any other serious/unusual incidents to include natural disasters which have the potential of creating uncommon interest to the press and/or surrounding community.
13. Events involving media attention, labor relations' activities, or the involvement of elected/appointed officials.
14. Situations that significantly impact facility operations.

B. Events of Special Interest

Issues or events that may attract external attention to your operations, including but not limited to the following:

1. Release of a high profile inmate.
2. Transfer, court dates or incidents involving high profile inmates.
3. Erroneous release of an inmate.

II. Procedure for Reporting Serious Incidents or Events of Special Interest

A. Chain of Command

1. Staff who become aware of any serious incidents or circumstances that may result in special interest shall gather the necessary facts and report the incident immediately to their immediate supervisor.
2. If the immediate supervisor is not available, they shall follow the sequence established by each facility and/or office.

B. Reporting Serious Incidents to DAI Central Office

1. All serious incidents or events of special interest as defined in this policy shall be reported immediately to the DAI Administrator's office.
2. Incidents which occur after normal business hours shall be reported to the DAI Central Office Administrative Duty Officer per the on-call schedule.
3. A DOC-2466B generated from WICS shall be emailed as soon as possible to the "DOC DL DAI Incident Reporting Group" email distribution list. The email shall include a brief summary of the incident.

DAI Policy #: 300.00.71	New Effective Date: 05/14/18	Page 3 of 5
Chapter: 300 Administrative		
Subject: Reporting Serious Incidents, Events of Special Interest and Legislative Inquiries		

C. Completing an After Action Review

1. Upon DAI request, facilities shall complete an AAR. The AAR shall contain the following information.
 - a. Incident/Narrative section shall include one paragraph in narrative form.
 - b. Incident/Event Details/Chronological section shall be a detailed breakdown of incident to include timeline and more specific incident details.
 - c. The After Action Evaluation and Review section shall include significant issues identified and/or lessons learned from the response.
 - d. Corrective Action Plan section shall:
 - i. Detail what the AAR identified as needing correction.
 - ii. Designate staff responsibilities for corrective actions.
 - iii. Determine due dates and note results.
 - e. Appendix shall include: All additional documentation, video, pictures, etc.

III. Legislative Contacts

The following process for reporting legislative contacts is established in order to keep the DOC informed of areas of legislative interest and to ensure consistency in responding to legislative inquiries:

- A. Facilities or other DAI staff who receive legislative inquiries shall immediately report the contact to the Legislative Liaison and DAI Administration.
 1. Information regarding the inquiry shall include, but is not limited to the following:
 - a. Legislator or staff person and telephone number.
 - b. DOC staff person contacted and telephone number.
 - c. Subject/reason for contact.
 - d. Disposition of the inquiry.
 2. The Legislative Liaison may be contacted by telephone at (608) 240-5056. If the Legislative Liaison is not available or the contact occurs during non-business hours, leave the information on voice mail or send an email.
- B. The Legislative Liaison shall respond to inquiries relating to serious incidents, issues or events that may generate special interest or legislative and budget issues that deal with what the DOC's position on a certain issue will be.
- C. The only exception to this reporting policy would be for routine questions such as the sentence structure, county of commitment or place of imprisonment of an inmate.
- D. Legislative attendance at Community Relations/Advisory Board meetings shall be reported to the Legislative Liaison by the next business day.

DAI Policy #: 300.00.71	New Effective Date: 05/14/18	Page 4 of 5
Chapter: 300 Administrative		
Subject: Reporting Serious Incidents, Events of Special Interest and Legislative Inquiries		

Administrator's Approval: _____ **Date Signed:** _____
Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date: 00/00/00	DAI Policy Number: 300.00.71	Page 5 of 5
New Effective Date: 00/00/00	Supersedes Number: 300.00.71	Dated: 02/01/17
Chapter: 300 Administrative		
Subject: Reporting Serious Incidents, Events of Special Interest and Legislative Inquiries		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES**DEFINITIONS, ACRONYMS, AND FORMS****FACILITY PROCEDURE**

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other