

**Security- Incident Reports** [Back to Top 06/21/2022](#)

Revised 8/27/22

**Overview:**

In order to provide uniform means of communication to report incidents and ensure supervisory review staff in DAI shall complete an Incident Report (IR) in WICS. All serious unusual incidents should be verbally reported to the Shift Supervisor immediately and then followed up by completing an IR. In all incidents which involve any level of use of force, IRs should be completed by all staff involved and prior to departure from the institution. IRs are also used to communicate less serious incidents that are important to the efficient and secure management of the institution. The IR should be generated in clear, concise language and only contain factual information regarding the incident.

Common incidents for an Incident Report may include:

- Limited English Proficiency (LEP) Services
- Damage to state property
- PREA
- Threats to self or others
- Witness to a medical emergency or security disturbance
- Fraternalization
- Inmate contact, including through third party, outside of the work place via phone calls, mail and social media.
- For further examples refer to current DAI 300.00.71 Policy.

After a staff member completes an IR, a supervisor should acknowledge and respond prior to referral to the Security Director/Designee. The Security Director/Designee shall review all IRs and assign investigations, assign follow up and forward copies to appropriate staff. This document is confidential for staff use only and staff shall not make copies unless authorized to do so.

**Social Worker/Treatment Specialist Responsibilities:**

Complete Incident Reports as needed after involvement in an unusual serious incident or a less serious incident. If there is any question on if an IR shall be completed, contact a supervisor for direction. Upon receiving the final review by the Security Director/Designee follow through with any recommendation directed by the Supervisor or Security Director/Designee.

DAI Policy 300.00.71 attachments A and B can be useful tools when completing incident reports. The incident report can be located in WICS in the following area: Offender Management> Common Offender Information> Incident Reports.

**REFERENCES/RESOURCES:**

- DAI 300.00.71 Reporting Serious Incidents, Events of Special Interest and Legislative Inquiries
  - DAI 300.00.71 Attachment A DAI Incident Reporting Guidelines
  - DAI 300.00.71 Attachment B Reporting Serious Incidents Events of Special Interest and Legislative Inquiries
- WICS Manual for Incident Reports (on MyDOC)

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For additional information, the following references may be utilized:

ECRM > DAI > SUPERVISION > SECURITY INCIDENT REPORTS

- DAI 306.07.01 Use of Force
- DAI 309.03.01 Reporting Serious Incidents, Events of Special Interest, Media Contact and Legislative Inquiries
- WICS Manual for Incident Reports (on MyDOC)