



**DEPARTMENT OF CORRECTIONS  
MONTANA STATE PRISON  
OPERATIONAL PROCEDURE**

Procedure No.: MSP 1.1.6A	Subject: <b>INCIDENT REPORTING</b>
Reference: DOC Policy No. 1.1.6	Page 1 of 3 and 4 attachments
Effective Date: September 4, 2001	Revision: (new effective date) July 3, 2012
Signature / Title: /s/ Leroy Kirkegard / Warden	
Signature / Title: /s/ Gayle M. Lambert / Administrator	

**I. PURPOSE**

To promptly document and report all incidents that may affect operations or jeopardize the safety and security of the public, staff, and inmates.

**II. DEFINITIONS**

Information Report - a form used to document a noteworthy event or item witnessed or found by one or more staff members that may not be related or associated to a specific facility incident or disciplinary violation.

**III. PROCEDURES**

**A. Documentation Requirements**

1. Staff will contact supervisory staff if they have a question(s) regarding the need to file an incident report.
2. Staff will provide copies of all incident reports prior to end of their scheduled shift.
3. All incident reports must be written in a clear, concise, legible, and accurate manner.
4. All staff must document any observed major incident that they believe may affect operations, safety, or security at MSP on an *MSP Incident Report Form (attachment A)*.
5. Incidents requiring documentation include, but are not limited to, those listed on *attachment C*.
6. Minor issues may not require individual reports documenting the same incident, but staff will document them on an Information Report (*attachment B*) filled out by a single staff member with other involved staff signing it as necessary. Examples of incidents to be documented on Information Reports include:
  - a. Discovery of "Nuisance Contraband" (non-dangerous contraband found in a common location).
  - b. Situational events warranting staff's attention, but not identified as a facility infraction.
  - c. Any incident/situation a staff member feels may be suspicious or possible threat when combined with other incidents.
7. Upon completion of the Information Report, the reporting staff member will provide the report to their direct supervisor for review. If approved, the supervisor will sign it, date it, log it, and forward a copy to the Command Post for access to all staff.
8. If gathered information taken collectively indicates inappropriate activities or discipline violations, the supervisor and/or Command Post staff will review all information and documents for further action as necessary.
9. Major incidents, Use of Force incidents, and disciplinary infractions will require an individual report from each staff member involved in the incident.

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10. Issues related to Human Resources and interactions between personnel (such as complaints of harassment, discrimination, and hostile work environment) are confidential. Staff will report these incidents as outlined below:
  - a. Complaints and reports of harassment, discrimination, and hostile work environment should be reported directly and only to the HR department by hand delivery, mail, or another method which would notify HR personnel of the complaint or report. If a conflict of interest may be present, the staff member should file the complaint or report by delivering it to the Warden or authorized designee.
  - b. Staff should include the names of all parties involved, the date(s) and times of the incident(s), and as much detail as possible in these reports.
  - c. No specific form is required; however, the DOC complaint form is available from HR department staff and can be found online at the following address:  
<http://cor.mine.mt.gov/PoliciesandForms/IndexDetailChapter1/1-3-20.mcp>

**B. Reporting Requirements**

1. Staff will submit completed incident reports to their immediate supervisor. The supervisor will review the report for adequacy, completeness, and clarity.
  - a. Supervisors will return reports found lacking in these areas to the reporting staff member with instructions and appropriate guidance for correcting and re-submitting the report(s).
  - b. The supervisor will sign completed reports.
2. Staff must ensure that a copy of every signed incident report is delivered to the Shift Commander as soon as possible after the incident. The Shift Commander will determine the routing/distribution of each report and ensure copies are distributed accordingly.
3. Notifications made by the Shift Commander or Designee
  - a. Priority I Incidents
    - 1) Whenever one of the **URGENT Priority I Incidents** on *attachment C* occurs at MSP/MCE, the Shift Commander or designee must **immediately**:
      - a) Notify the MSP Duty Officer, Warden, MCE Administrator, Deputy Warden, and Security Major.
      - b) Enter the Priority I incident into the CHAIN automated alert system as outlined in *DOC Policy 1.1.6*.
      - c) Notify the following 14 positions by e-mail. Positions identified with an “ALL” will be notified by phone and e-mail:
        - Director, Department of Corrections “ALL”
        - Governor’s Director of Communications “ALL”
        - Corrections Communications Director “ALL”
        - Investigations Bureau Chief “ALL”
        - Emergency Planning & Preparedness Manager “ALL”
        - Montana State Prison Command Post
        - Adult Deputy Compact Administrator
        - Warden, Montana State Prison
        - Deputy Warden, Security, Montana Women’s Prison

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- Five central office administrators designated “acting directors” in the Department director’s absence.
- 2) Whenever one of the other **Priority I Incidents** listed on *attachment C* occurs at MSP/MCE, the Shift Commander or designee must notify designated Department positions using the CHAIN automated alert system **within eight (8) hours**.
- b. Priority II Incidents  
All other incidents, including, but not limited to, those on *attachment D* are categorized as Priority II incidents. These incidents will be reported through typical reporting channels.

- C. Record Keeping  
Written incident reports will be maintained in a secure filing system.

#### IV. CLOSING

Questions concerning this operational procedure will be directed to the Warden.

#### V. ATTACHMENTS

MSP Incident Report Form	attachment A
MSP Information Report Form	attachment B
Priority I Incidents List	attachment C
Priority II Incidents List	attachment D

**MONTANA STATE PRISON  
INCIDENT REPORT FORM**

Page 1 of

**Date of Incident:** \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_

**Place of Incident:** \_\_\_\_\_

**Inmates Involved:** \_\_\_\_\_

**Summary of Incident:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reporting Staff** (print name): \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:** Supervisors must review all reports for accuracy before signing off.

**Supervisor Review and Remarks:** \_\_\_\_\_

\_\_\_\_\_

**Supervisor** (print name): \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ROUTING LIST** (Place an X next to those this report will be distributed to):

<input type="checkbox"/> Helena Office (Priority I)	<input type="checkbox"/> Security Major	<input type="checkbox"/> Maintenance
<input type="checkbox"/> MSP Duty Officer	<input type="checkbox"/> Unit Manager	<input type="checkbox"/> Investigators' Office
<input type="checkbox"/> Warden or Designee	<input type="checkbox"/> Command Post	<input type="checkbox"/> MCE
<input type="checkbox"/> Deputy Warden	<input type="checkbox"/> Inmate Records File	<input type="checkbox"/> Other _____
<input type="checkbox"/> Associate Warden	<input type="checkbox"/> Inmate Unit File	<input type="checkbox"/> Other _____
<input type="checkbox"/> Associate Warden	<input type="checkbox"/> Medical	<input type="checkbox"/> Other _____





## PRIORITY I INCIDENTS

### URGENT Priority I Incidents

- escape, or serious escape attempts.
- inmate unattended means of death.
- completed suicide by a staff member or inmate.
- service-related death of an employee, volunteer, or visitor.
- actual or attempted hostage action.
- riot or disturbance.
- discharge of a firearm by any employee in the line of duty (except for accidental discharge or training purposes).
- any violent act committed by a person visiting or working at MSP / MCE, including any act committed by staff that may result in criminal charges.
- assaults involving staff and weapon use that require emergency room or hospital treatment.
- sexual misconduct as defined in *DOC 1.3.14, Prison Rape Elimination Act of 2003 (PREA)*.
- extensive property damage resulting from fire, man-made or natural disaster, public or inmate actions.
- power outages that exceed an hour and/or have the potential to jeopardize the safety and security of MSP/MCE.
- actual or suspected sabotage resulting in major property damage or prolonged disruption of operations such as suspected arson, cut power or telephone lines, or inoperative heating, cooling, or ventilation plant.
- any occurrence the Warden or designee believes may result in an unusual level of public attention.
- reported or suspected illness from highly contagious diseases.
- labor strike or job action.
- any event that may require the DOC Central Office Emergency Operations Center to be activated.

### Priority I Incidents *(these require notification within eight (8) hours by MSP Command Post to designated Department positions using the CHAIN automated alert system)*

- inmate death that is attended or from natural causes
- inmate/inmate assaults resulting in injury, or assaults with weapons
- attempted suicide of staff member or inmate
- suspected hostage action

## **PRIORITY II INCIDENTS**

All other incidents, including, but not limited to, those on the following list, will be categorized as Priority II incidents, and must be reported through typical reporting channels (incident reports and log entries). If an employee is in doubt about whether an incident should be reported to the Shift Commander, he or she will contact their supervisor or the Shift Commander on whether to file an incident report. Priority II incidents include, but are not limited to, the following:

- suspected or reported inmate abuse, including sexual abuse
- use of restraints or physical force by staff in the performance of their duties in other than routine inmate escort or search techniques
- accidental discharge of a firearm
- self mutilation
- possession by an inmate of contraband
- physical confrontations between staff (non-serious injury)
- physical altercations between inmates (non-serious injury)
- injuries that do not require emergency room care
- suspected hostage action
- witness statements of rule infractions
- unusual inmate behavior
- missing, misplaced, or damaged items
- possible security weaknesses or breaches
- separation needs
- interviews regarding separation needs
- work assignment removal incidents (staff are required to attach these to the assignment removal form)
- incidents removing inmates from pre-hearing confinement on a classification decision