

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 303.01

EFFECTIVE DATE: 27 July 2026

**SUBJECT: SERIOUS/UNUSUAL INCIDENT
REPORTING**

POLICY DIRECTIVE

PURPOSE:

To provide direction as pertains to the reporting of serious and unusual incidents.

REFERENCE:

None.

RESPONSIBILITY:

Assistant Commissioners may issue bureau-level Protocols if additional instructions are needed.

Superintendents and work unit supervisors or directors are responsible for enacting Operational Procedures and ensuring the requirements of this Policy Directive are included in applicable Post Orders.

CANCELLATION:

Any previous written instruction on the subject including DCR Policy Directive 303.01, dated 11 June 2025.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

Serious Incidents: Those incidents having a negative impact upon the physical safety of any person or which impact adversely upon the immediate safe, secure operation of any operational unit of the DCR.

Unusual Incidents: Those incidents which, although contained or presenting no immediate threat to the public, offenders or staff, could initiate attention from the media or require a response from the Office of the DHS Secretary or the Office of the Commissioner.

POLICY:

- I. Each facility and operational unit shall report, as soon as practicable, all serious and/or unusual incidents regardless of the day or time the incident occurs.
 1. Assistant Commissioners shall ensure all necessary persons, of appropriate rank, have access to make these reports.
 2. Superintendents and work unit supervisors or directors shall ensure that as soon as practicable, a concise incident summary report is completed by an employee of appropriate rank (e.g., no lower than a sergeant in residential facilities) in accordance with **Attachment #1** and emailed to dcoperationsreport@wv.gov. If email is not available, the Superintendent, work unit supervisor or director shall notify his/her Assistant Commissioner of the details of the incident.
 3. Due to the nature of these incidents, Superintendents and work unit supervisors or directors as appropriate shall ensure that timely notification is also made up his/her chain of command.
- II. The serious and/or unusual incidents in the below list, although non-exhaustive, are required to be reported.
 - Escape or attempted escape
 - Death of adult inmate or juvenile resident in custody
 - Death of staff on duty
 - Riot/major disturbance
 - Hostage situation
 - Assault on staff with serious injury
 - Assault on adult inmate or juvenile resident with serious injury
 - Aeromedical transport (e.g., Life Flight)
 - Natural disaster causing damage to the facility perimeter or structure
 - Chemical spill requiring shelter in place order or evacuation
 - Inmate work stoppage
 - Staff work stoppage

- Fire with structure damage or injuries
- Emergency count that does not clear
- Perimeter breach
- Admission of public official to jail following arrest
- Arrest of employee or former employee
- Unexpected loss of utilities (water/power)
- State vehicle accident with injuries
- Drug overdose requiring hospitalization
- Use of force injury to staff or inmate/resident/parolee that requires outside medical treatment
- Unusual occurrences including, but not limited to, unauthorized or suspicious person on property, removal of any person from property by law enforcement
- Arrest of parolee with new serious criminal charges such as murder, kidnapping, sexual assault/abuse, etc.
- Improper or erroneous release

III. The following incidents, although unusual, do not require reporting to the CEOC:

- Hospital transports other than those situations listed above
- Prison Rape Elimination Act (PREA) situations or allegations (require notification to the Office of PREA Compliance in accordance with Policy)

ATTACHMENT(S):

#1 Operations Report Example

APPROVED SIGNATURE:


David L. Kelly, Commissioner

07/21/2026
Date

WEST VIRGINIA DIVISION
OF
CORRECTIONS & REHABILITATION
OPERATIONS REPORT

INCIDENT TYPE

INCIDENT LOCATION

DATE AND TIME OF INCIDENT

REPORTING STAFF (RANK AND FULL NAME)

BRIEF DESCRIPTION OF INCIDENT



EXAMPLE