

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 312.03

DATE: 26 July 2021

SUBJECT: INCIDENT REPORTS

POLICY DIRECTIVE

PURPOSE:

To ensure standardized procedures in the documenting of all incidents related to the safe and secure operation of Division of Corrections and Rehabilitation (DCR) facilities and work units.

REFERENCE:

Prison Rape Elimination Act (PREA) §§115.61 and 115.361.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject including, DOC Policy Directive 312.00, dated 01 January 2004; DOC Policy Directive 312.03, dated 01 August 2013; and DJS Policy 313.00, dated 01 January 2017.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is to be reviewed in ***all*** employee pre-service and in-service training. This Policy is available for general distribution.

DEFINITIONS:

Employee: For the purpose of this Policy, this includes full time, part-time, temporary, provisional, probationary, and permanent status employees of the State of West Virginia; and contractors and their employees.

POLICY:

- I. All significant incidents in which an employee participates in, witnesses, or discovers will be documented by such employee, utilizing the Incident Report function in the Offender Information System (OIS).
- II. Employees shall complete incident reports as soon as possible. Submission of the incident report shall be done prior to the end of the employee's shift/duty day on which the incident being reported took place.
 - A. Should completion of the incident report require overtime, the Shift Commander or appropriate supervisor, shall make the determination if the employee should stay to complete the incident report or complete during his/her next shift/duty day.
 - B. In the event the employee is injured, additional time shall be allotted to submit the incident report.
 - C. If the incident being reported is confidential, the word "confidential" shall be all that is listed in "Details of the Incident Field." The employee will enter all details in the free text field "Confidential Notes."
- III. All facility reports shall be reviewed by the Shift Commander, Chief of Security, and Facility Superintendent.
 - A. Shift Commanders shall review all reports and take appropriate action, including notifying the author if any corrections need to be made.
 - B. The Chief of Security shall then review all reports and take appropriate action.
 1. This shall include the determining if an incident report needs "related" to other coinciding reports.
 2. In this event, once all data entry and review has been completed, the Chief of Security shall designate which is to be considered the "primary report" and all others will be "secondary reports."
- IV. Work unit supervisors or directors, as appropriate, shall designate a supervisory staff member(s) to review incident reports filed at work units. Employees assigned to Basic Training at a location other than their assigned facility will have their work location in OIS temporarily set to the Academy to facilitate this review by Bureau of Training and Staff Development (BTSD) staff.

ATTACHMENT(S): None.

APPROVED SIGNATURE: _____


Betsy C. Jividen, Commissioner

7-9-21
Date