



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

Procedure No.: PPD 1.1.601	Subject: PRIORITY INCIDENT REPORTING FOR PPD FACILITIES	
Reference: ACCD 3.2.100RD; ACCD 4.5.3400; PPD 1.1.1700; DOC 1.1.6; 2-15-112, MCA; 53-1-203, MCA	Page 1 of 4	
Effective Date: 12/26/17	Revised:	
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator		

I. PURPOSE:

Employees of the Probation and Parole Division's contracted facilities will follow established procedures when reporting and reviewing incidents that jeopardize, or have the potential to jeopardize staff, offenders, visitors, the security of a facility, or the safety of the community at large.

II. DEFINITIONS:

Automated Notification System – An automated computer alert system with a set of standards and protocols used by Department of Corrections to report incidents that occur within applicable divisions, facilities, and programs.

First Responder – A person, such as a law enforcement officer, firefighter, or an EMT, who is among those responsible for going immediately to the scene of an incident or emergency to provide assistance.

MSP Command Post – The location at Montana State Prison to which all Department divisions, facilities, and programs report Priority I incidents.

Office of Investigations – The office that oversees all criminal investigations for the Department.

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, prerelease, and treatment services.

Prerelease and Treatment Facilities Contract Manager – The Department's employee who acts as the liaison for services and monitors the contractual agreements between the Department and PPD contract prerelease centers and treatment facilities.

Service Providers – This term includes contracted persons or other vendors providing service whose assignment is primarily on Department premises, e.g. facility or program office.

III. PROCEDURES:

A. GENERAL REQUIREMENTS

1. Incidents will be designated as Priority I or Priority II by considering the following:
 - a. seriousness of the incident by evaluating safety, security, liability, damage to property, and monetary loss;
 - b. need for Department-specialized response;
 - c. public impact of the incident; and/or
 - d. media involvement.

Procedure No.: 1.1.601	Chapter: Administration and Management	Page 2 of 4
Subject: PRIORITY INCIDENT REPORTING FOR PPD FACILITIES		

2. Priority incident reporting procedures apply to all PPD programs/facilities unless otherwise designated.
3. **Priority I Incidents:** Priority I incidents are those that pose the highest risk to the Department and/or PPD. Examples of Priority I incidents may include, but are not limited to:
 - a. use of force incidents resulting in discharge of a firearm or death or injury to employees, service providers, or offenders;
 - c. escape, or serious escape attempt from a PPD facility – see *ACCD 3.2.100 RD ACCD Facility Escapes/Walk-Aways* for reporting procedures;
 - d. death of offender in a PPD placement or in the presence of PPD/contracted staff – see *ACCD 4.5.3400 Offender Death* for reporting procedures;
 - e. serious injury, life-threatening accident, or life-threatening illness requiring transportation off facility grounds;
 - f. actual, suspected, or attempted hostage action;
 - g. on-site violent act committed by an employee, on-site volunteer or visitor that may result in criminal charges;
 - h. serious assaults either offender on offender or offender on staff resulting in injury;
 - i. a confirmed sexual assault by staff or offender – see *PPD 1.1.1700 Prison Rape Elimination Act of 2003 (PREA)* for reporting procedures;
 - j. discovery of dangerous contraband;
 - k. significant property damage resulting from man-made or natural, public or offender action;
 - l. evacuation of a building that is not a drill or exercise;
 - m. equipment, communication system or security system malfunction resulting in disruption to facility or office operation;
 - n. any event requiring a response from non-Department first responders.
 - o. major or prolonged disruption of operations due to power outages, riot or disturbance, arson, or sabotage;
 - p. medically advised reported or suspected illness from highly contagious diseases; and
 - q. any occurrence the Prerelease and Treatment Facilities Contract Manager (Contract Manager) or facility administrator believes may result in an unusual level of public attention.
4. **Priority II Incidents:**
 - a. Incidents not listed as Priority I may be categorized as Priority II and are reported through the established internal chain of command process and to the appropriate supervisor or the Contract Manager.
 - b. Designated authority within the chain of command or the Contract Manager or designee will analyze the incident and, if it meets the criteria, may reclassify it as Priority I accordingly.
5. **Reporting Requirements:** Each facility will establish a method to document and track priority I and II incidents according to the following:
 - a. for all incidents except escape, use *DOC 1.1.6 (Attachment) Incident Report*;
 - b. for an escape, use *ACCD 3.2.100(A)RD PRC Walk/Away Procedural Record and Checklist* OR *ACCD 3.2.100(B)RD Alt-Secure Facility Escape Procedural Record and Checklist* and *ACCD 3.2.100(C) Escape/Walk-Away Incident Report* following procedures set forth in *ACCD 3.2.100 RD ACCD Facility Escapes/Walk-Aways*;
 - c. establish a permanent log indicating the nature of the incident; and
 - d. maintain the original incident report in a secure central filing system.

Procedure No.: 1.1.601	Chapter: Administration and Management	Page 3 of 4
Subject: PRIORITY INCIDENT REPORTING FOR PPD FACILITIES		

B. NOTIFICATIONS:

1. Priority I Incident Notifications

a. Missoula Assessment and Sanction Center (MASC):

- i. **Immediate** [within one (1) hour] notification will be made to the **MSP Command Post at 406-846-6059 and the MASC Administrator** once the incident is confirmed.
- ii. Local law enforcement will be notified if warranted, and the MASC Administrator will **immediately** contact the Programs and Facilities Bureau Chief or designee.
- iii. If possible, **within one (1) hour** of verbally reporting the incident to the MSP Command Post, the initial written reports for all Priority I incidents will be:
 - 1) faxed to the **MSP Command Post at (406) 846-2953**;
 - 2) emailed to the **Office of Investigations** at corie@mt.gov; and
 - 3) emailed to the **Programs and Facilities Bureau Chief** or designee with “Priority Incident” in email subject line.
- iv. The MASC Unit Sergeant is responsible to review all reports for accuracy, completeness, and clarity before forwarding the report to the MASC Administrator.
- v. The MASC Administrator will review the reports and distribute copies according to established procedures.
- vi. **Within 24 hours of incident**, final reports will be faxed to the MSP Command Post, emailed to the Office of Investigations, and emailed to the Programs and Facilities Bureau Chief or designee.

b. PPD Contract Facilities:

- i. Notification of a suspected Priority I incident will be made to the **Programs and Facilities Bureau Chief or designee within one (1) hour**. The Bureau Chief or designee will determine if MSP Command Post should be notified at this point. **If Bureau Chief or designee cannot be reached, attempts to contact the Contract Manager should be made** and, if necessary, the MSP Command Post can provide current contact information
- ii. **Immediate** [within one (1) hour] notification will be made to the **MSP Command Post at 406-846-6059** once the incident is confirmed. Local law enforcement will be notified if warranted, and contact with PPD staff should also be made if not yet done.
- iii. **Within one (1) hour** of verbally reporting the incident to the MSP Command Post, the initial written reports for all Priority I incidents will be:
 - 1) faxed to the **MSP Command Post at (406) 846-2953**;
 - 2) emailed to the **Office of Investigations** at corie@mt.gov; and
 - 3) emailed to the **Programs and Facilities Bureau Chief and Contract Manager** with “Priority Incident” in email subject line.
- iv. The employee’s supervisor is responsible to review all reports for accuracy, completeness, and clarity before signing the report and will return any insufficient reports to the reporting employee with correction instructions and guidance.
- v. The reporting supervisor will review the reports and distribute copies according to established procedures.

IV. CLOSING:

Questions regarding this procedure should be directed to the Programs and Facilities Bureau Chief, Prerelease and Treatment Facility Contract Manager, Facility Administrator, or designees.

Procedure No.: 1.1.601	Chapter: Administration and Management	Page 4 of 4
Subject: PRIORITY INCIDENT REPORTING FOR PPD FACILITIES		

V. FORMS:

DOC 1.1.16 (Attachment) Incident Report Form
ACCD 3.2.100 (C) Escape Incident Report