



## PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 90-2	Subject: <b>INCIDENT REPORTING</b>
Reference: <a href="#">DOC 1.1.6</a> ; <a href="#">DOC 1.3.14</a> ; <a href="#">DOC 3.2.1 2-15-112, MCA</a> ; <a href="#">53-1-203, MCA</a>	Page 1 of 3
Effective Date: 06/01/00	Revision Dates: 09/04/01; 02/15/06; 03/21/12
Signature / Title: /s/ Ron Alsbury, Probation & Parole Bureau Chief	

### I. BUREAU DIRECTIVE:

Probation & Parole Bureau employees will follow established procedures when reporting incidents that jeopardize the safety and security of the Bureau and its programs, or the safety of the community at large.

### II. DEFINITION:

BPM-Bureau Programs Manager – The position within the Bureau that oversees all specialty areas and has direct responsibility for all use of force and firearms development and training for the Bureau.

Bureau – The Montana Probation & Parole Bureau.

Department – The Montana Department of Corrections.

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

Physical Use of Force – The use of physical techniques by a staff member to control resistive behavior.

Use of Force Review Committee – The committee designated by the Bureau Chief to review and investigate incidents involving firearms and other use of force incidents.

### III. PROCEDURES:

For on-the-job staff injuries see [DOC 1.3.3 Workers' Compensation](#) for procedures and forms. **DO NOT** use *Incident Report Forms, DOC 1.1.6 (Attachment)* or *P&P 90-2(A)* for workers' compensation.

#### A. Priority I Incident Reporting

1. Any Priority I incident listed below and taking place within the Bureau **will be reported immediately** to the **supervisor (POII)**; if **POII is unavailable**, contact **Regional Administrator (RA)**. **POII or RA will immediately report to MSP Command Post at (406) 846-6059**;
  - a. **Any intentional discharge** of Department-issued firearm in the line of duty other than training;
  - b. **Any unintentional (not done on purpose) discharge** of Department-issued firearm with **injury or death**;
  - c. Service-related death of an offender, employee, volunteer, or visitor;
  - d. Actual hostage action;

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- e. Any on-site violent act committed by an employee, on-site volunteer, or visitor that may result in criminal charges;
  - f. Confirmed sexual assault involving a staff member;
  - g. Extensive property damage resulting from fire, man-made or natural disaster, public or offender action;
  - h. Sabotage resulting in major property damage or prolonged disruption of operations, such as suspected arson, cut power or telephone lines, or inoperative heating/cooling/ventilation plant;
  - i. Any occurrence the Bureau Chief believes may result in an unusual level of public attention; or
  - j. Labor strike or job action.
2. Any **unintentional (not done on purpose) discharge** of Department-issued firearm by a Bureau employee other than in training and with **no injury** is a Priority I incident and will be reported immediately to the supervisor; if POII is unavailable, contact RA. POII/RA provides notification to MSP Command Post by email within eight (8) hours.
  3. Reporting employees will follow the chain of command in notifying Bureau management:
    - a. POII contacts RA;
    - b. RA contacts Bureau Program Manager (BPM) and Bureau Chief; and
    - c. Bureau Chief contacts Adult Community Corrections Division Administrator or Department Director.
  4. Any discharge of a Department-issued firearm by a Bureau employee, other than in training/practice, also requires the notification of local law enforcement.
  5. Reporting Requirements:
    - a. *P&P 90-2(A) Incident Report Form* will be completed by all staff involved in or witnessing a Priority I incident and submitted to their immediate supervisor who will **fax Form to the MSP Command Post at (406) 846-2953, the Investigations Bureau at (406) 846-2051, and the Bureau Chief at (406) 444-7909 within one (1) hour** of verbally reporting the incident to the MSP Command Post. Supervisors are 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.
    - b. Complete Steps 4 – 11 of Section B. below.

## **B. Priority II Incident Reporting**

1. Phone notification to the MSP Command Post is not required for Priority II incidents; however, if an employee is in doubt concerning whether an incident should be reported, he/she will contact supervisor for direction.
2. **Priority II Incidents** include but are not limited to the following:
  - a. Any use of physical force on an offender or other persons by a Bureau employee in the performance of official duties;
  - b. Any forced entry into a building or vehicle by a Bureau employee in the performance of official duties;
  - c. Suspected or reported offender abuse by Bureau employee;
  - d. Physical confrontations between staff;

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- e. Physical altercations between offenders witnessed by Bureau employees in the performance of official duties;
  - f. Possession of firearms or other lethal weapons by an offender; or
  - g. Any incident or event a Bureau employee feels an incident report is necessary. If the employee is in doubt concerning whether an incident should be reported, he/she will contact supervisor for direction.
3. All staff involved in or witnessing a Priority II incident will submit *P&P 90-2(A) Incident Report Form* to their immediate supervisor by the end of the shift. Supervisors are 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.
  4. Supplemental information and final *Incident Reports* are submitted by involved staff within 72 hours of the incident to their immediate supervisor.
  5. Other reports including, but not limited to, law enforcement reports, witness statements and medical reports are submitted with the final *Incident Report* when appropriate.
  6. The immediate supervisor collects all documentation, reviews and ensures accuracy of *Incident Report*, and forwards to the RA. For Use of Force incidents, supervisor also completes *P&P 200-1(B) Use of Force Information Sheet* and forwards to RA.
  7. RA notifies Bureau Chief if appropriate, reviews the documentation, makes any recommendation for further review/investigation, and if priority is changed to Priority I, the RA follows reporting procedures of Section A. above. For Use of Force incidents, RA also completes *P&P 200-1(C) Use of Force Evaluation Report*. RA forwards copies of all documentation to the BPM.
  8. RA reports incidents that may bring media attention, public safety concerns, or involves significant Department liability because of the nature of the incident, parties involved, or other circumstances to the Department's Legal Service Unit and Public Information Officer.
  9. RA maintains a file of all incidents for the region to help determine training and equipment needs.
  10. BPM reviews all documentation, looking for training and staff development needs, recommended changes in operation procedures, etc. For Use of Force incidents, BPM convenes the Use of Force Review Committee.
  11. BPM maintains a file of Priority I and II incidents in the Bureau, and provides an annual summary report of all priority incidents to the Bureau Chief.

#### IV. CLOSING:

Questions concerning this procedure shall be directed to the Bureau Chief or RA.

#### Form

P&P 90-2 (A)            [Incident Report Form](#)  
P&P 200-1(B)           [Use of Force Information Sheet](#)  
P&P 200-1(C)           [Use of Force Evaluation Report](#)