



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.1.6	Subject: PRIORITY INCIDENT REPORTING AND ACTING DIRECTOR
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 4 and Attachments
Section 1: General Administration	Effective Date: June 1, 1998
Signature: /s/ Mike Batista, Director	Revised: 07/25/2016

I. POLICY

The Department of Corrections strives to ensure that all incidents that jeopardize or have the potential to jeopardize staff, offenders, visitors, the security of facilities, or the safety of the community at large, are reported in a timely manner. The Department also designates an acting director to ensure that a key administrator is available for consultation during non-working hours, when necessary.

II. APPLICABILITY

All divisions, facilities, and programs Department-owned and contracted, as specified in contract.

III. DEFINITIONS

Acting Director – A member of the Leadership Team assigned by the Department Director or Deputy Director when they are not available.

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

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.

Department Employee – A person employed by the Department of Corrections who has attained permanent status or is eligible to attain permanent status, as provided in 2-18-601, MCA; volunteers, interns, temporary and short term workers; this term does not include service providers.

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.

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.

IV. DEPARTMENT DIRECTIVES

A. General Requirements

Subject: PRIORITY INCIDENT REPORTING AND ACTING DIRECTOR

1. Department employees and service providers observing or involved in any incident or unusual occurrence will:
 - a. notify the appropriate supervisor; and
 - b. complete an incident report immediately after the incident is under control and prior to the completion of shift.
2. Incidents will be designated as Priority I or Priority II.
3. In determining incident priority, the following will be considered:
 - 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

B. Priority I Incidents

1. Priority I incidents are those incidents that pose the highest risk to the Department and/or the division, facility or program and may include, but are not limited to:
 - a. escape or serious escape attempts;
 - b. use of force incidents resulting in discharge of a firearm and/or injury to employees, service providers, or offenders;
 - c. offender death;
 - d. serious injury, life threatening accident, or illness requiring transportation off facility grounds;
 - e. actual hostage action;
 - f. on-site violent act committed by an employee, on-site service provider, or visitor that may result in criminal charges;
 - g. any incident that results in immediate public or media interest;
 - h. serious assaults either offender on offender or offender on staff resulting in injury;
 - i. confirmed sexual assault by staff or offender;
 - j. medically advised reported or suspected illness from highly contagious diseases;
 - k. significant property damage resulting from natural or man-made, public or offender action;
 - l. discovery of dangerous contraband; and
 - m. equipment, communication system or security system malfunction resulting in disruption to facility or office operation.
2. All Priority I incidents will be reported immediately to the MSP Command Post at the following number: 406-846-6059. The MSP Command Post will enter the report into the automated notification system.
3. Department positions are designated as immediate points of contact for all Priority I incidents reported through procedures established within the automated notification system; the contact lists will be updated as needed with the Powell County Sheriff's Office through the Department Emergency Planning and Preparedness Manager.

C. Priority II Incidents

Subject: PRIORITY INCIDENT REPORTING AND ACTING DIRECTOR

1. Incidents that do not meet the criteria for Priority I are categorized as Priority II and are reported through the established division, facility or program internal chain-of-command process.
2. A designated authority within the chain of command will analyze the incident and may reclassify the incident as a Priority I at which time the designated authority will notify the appropriate Department administrative staff immediately.

D. Reporting Requirements

1. Each facility or program will establish a method to document and track Priority I and II incidents according to the following:
 - a. utilize the standard [Incident Report](#) form for all incidents;
 - b. establish a permanent log indicating the nature of the incident; and
 - c. maintain the incident report in a secure central filing system.
2. It is the responsibility of the supervisor on-duty to notify the appropriate administrator or designated duty officer and the MSP Command Post of all Priority I incidents.
3. Initial written reports for all Priority I incidents will be submitted via the Corrections Incident Management System where available through OMIS/YMS or faxed to the MSP Command Post at 406-846-2953 and the Office of Investigations at 406-846-2951 after verbally reporting the incident to the MSP Command Post. The reports will also be submitted to the Director and Deputy Director. The reporting supervisor is responsible for reviewing all reports for accuracy, completeness, and clarity before signing and will return insufficient reports to the reporting employee with correction instructions and guidance.
4. Once the reporting supervisor has signed the reports, he or she will distribute the copies according to established procedure.
5. In the event of a failure in the automated notification system, the MSP Command Post will notify the Department director, deputy director or acting director. The Department director, deputy director or acting director will notify Department administrators, designated elected officials, and other positions as appropriate.
6. If the MSP Command Post should become unable to send Priority I reports through the system, the Montana Women's Prison Command Post will assume this duty until the MSP Command Post attains operational status.

E. Automated Notification System

1. The Department and MSP Emergency Planning and Preparedness Managers and the MSP Associate Warden of Security are the liaison officers for the automated notification system.
2. Designated notification recipients are responsible for ensuring their contact information and preferences are current. The current [Emergency Notification List](#) is attached to this policy for authorized staff as a restricted access form.

F. Acting Director

1. The Department's deputy director serves as the acting director in the director's absence. In the absence of both the director and deputy director an acting director will be designated.

G. Local Facility or Program Duty Officer

1. The administrator may identify staff to serve as a facility or program duty officer. The duties and responsibilities of the duty officer will be established at the local level in accordance with the *Department Emergency Operations Plan*.

V. CLOSING

Questions concerning this policy should be directed to the Department Emergency Planning and Preparedness Manager.

VI. REFERENCES

- A. 2-15-112, MCA; 53-1-203, MCA
- B. *Department Emergency Operations Plan*
- C. *Memorandum of Understanding between Powell County Sheriff's Office and Montana Department of Corrections*

VII. ATTACHMENTS

[Incident Report](#)
[Emergency Notification List](#) (Restricted Access)