



**DEPARTMENT OF CORRECTIONS  
MONTANA STATE PRISON  
OPERATIONAL PROCEDURE**

Procedure:	<b>MSP 1.1.6a INCIDENT REPORTING</b>	
Effective Date:	September 4, 2001	Page 1 of 3 and no Attachments
Revision Date(s):	June 16, 2008, October 14, 2009, July 3, 2012, July 24, 2017, December 15, 2019, November 15, 2020	
Reference(s):	DOC Policy 1.1.6	
Signature:	/s/ Jim Salmonsén / Warden	
Signature:	/s/ Gayle Butler / MCE Administrator	

**I. PURPOSE**

To promptly document and report all incidents that may jeopardize or have the potential to jeopardize staff, inmates, visitors, operations, or the security of facility.

**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.

**Incident** – Any event, circumstance or behavior that could potentially jeopardize staff, inmates, or visitors or affect operations, safety or security or constitute a human rights violation.

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

**OMIS** – Acronym for the Department’s Offender Management Information System.

**III. PROCEDURES**

**A. Documentation Requirements**

1. Staff will document all observed incidents that may jeopardize staff, inmates, or visitors, or affect operations, safety, or security or constitute a human rights violation at MSP by filling out an incident report in the *OMIS 3.0 Production Corrections* Incident Management System. Staff will contact supervisory staff if they have a question(s) regarding the need to file an incident report.
2. Staff will complete all incident reports prior to end of their scheduled shift.
3. Incident reports will be maintained in the *OMIS 3.0 Production Corrections* Incident Management System.
4. All incident reports must be completed in a clear, concise, and accurate manner.
5. Issues related to Human Resources (HR) and interactions between personnel (such as complaints of harassment, discrimination, and hostile work environment) are confidential. Staff will report these incidents as outlined below:

- a. complaints and reports of harassment, discrimination, and hostile work environment should be reported directly and only to the (HR) department e.g., by hand delivering a printed incident report, email, or another method which will notify HR personnel of the complaint. If any complaint of harassment, discrimination, or hostile work environment pertains to behavior of a (HR) staff member, the reporting staff member will deliver the complaint to the Warden or designee.
- b. staff should include the names of all parties involved, the date(s), times, and location of the incident(s), and as much detail as possible in these reports; and
- c. although no specific form is required for filing a complaint with HR, *The Discrimination Complaint Form* is available online at [cor.mt.gov/policy/forms](http://cor.mt.gov/policy/forms)

## B. Reporting Requirements

1. All incident reports will be completed through the *OMIS 3.0 Production* Incident Management System. Handwritten reports will not be accepted by Command Post and will be required to be resubmitted in the appropriate format.
2. The process for submitting incident reports is as follows: (except as provided in A.5. relating to confidential report(s))
  - a. incident occurs
  - b. employee drafts report before concluding shift (or immediately after an incident report requested for an incident that was not immediately apparent that it needed to be reported)
  - c. employee prints a copy of their saved draft for their supervisor to review and sign.
    - 1) it is the responsibility of the supervisor reviewing the report(s) for accuracy completeness, and clarity, however, supervisors reviewing the report (s) for accuracy will not override or interfere with the writer's independent perception of the facts.
    - 2) it is the responsibility of the supervisor to return any report(s) lacking in accuracy, completeness, or clarity to the reporting officer. The supervisor will ensure the reporting officer is given instruction and the appropriate guidance needed for correcting and re-submitting the report(s);
  - d. the report (signed by the employee and their supervisor) is presented to Command Post staff for review and acceptance. Command Post will review report(s) for clarity and accuracy.
    - 1) Command Post may request an employee to correct something in their report or add missing information (without overriding or interfering with the writer's independent perception of the facts) prior to accepting the report.
  - e. employee returns to OMIS 3.0 and clicks submit for the report that was approved by their supervisor and Command Post
  - f. Command Post accepts report(s).
3. It is the Shift Commanders responsibility to determine the routing/distribution of each report and ensure copies are distributed accordingly:
4. Notifications made by the Shift Commander or Designee are as follows:
  - a. Priority I incidents response will consist of the following:

- 1) If an URGENT Priority I Incident occurs at MSP/MCE it is the responsibility of the Shift Commander or designee to immediately:
  - a) notify the Warden, Deputy Warden, MCE Administrator, Associate Wardens and Bureau Chiefs;
  - b) enter the Priority I incident into the automated alert system as outlined in *DOC Policy 1.1.6. Priority Incident Reporting And Acting Director*.
- b. Priority I incidents consist of the following:
  - 1) escape or serious escape attempts;
  - 2) use of force incidents resulting in discharge of a firearm and/or injury to employees, service providers, or offenders;
  - 3) inmate death;
  - 4) serious injury, life threatening accident, or illness requiring transportation off facility grounds;
  - 5) actual hostage action
  - 6) on-site violent act committed by an employee, on-site service provider, or visitor that may result in criminal charges;
  - 7) any incident that results in immediate public or media interest;
  - 8) serious assaults either inmate on inmate or inmate on staff resulting in injury;
  - 9) confirmed sexual assault by staff or offender
  - 10) medically advised reported or suspected illness from highly contagious diseases;
  - 11) significant property damage resulting from natural or man-made, public or inmate action;
  - 12) discovery of dangerous contraband; and
- a. equipment, communication system or security system malfunction resulting in disruption to facility or office operation. Priority II incidents consist of incidents that do not meet the criteria for Priority I .
- b. Priority II incidents response will consist of the following:
  - 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; and
  - 2) in the event a designated authority within the chain of command analyzes the incident and reclassifies the incident as a Priority I, then the designated authority will follow the Priority I incidents response above.

#### IV. CLOSING

Questions concerning this operational procedure will be directed to the Warden.

#### V. ATTACHMENTS

None