



COMMUNITY CORRECTIONS FACILITIES AND PROGRAMS BUREAU FACILITY OPERATIONAL REQUIREMENT

Requirement:	FPB 6.2.403 INCIDENT REPORTING REQUIREMENTS
Effective Date:	10/01/2020 Page 1 of 3
Revision Date(s):	05/03/2021; 09/06/2021; 04/24/2026
Signature/Title:	/s/ Scott Eychner, Rehabilitative and Enterprise Division Chief

This requirement is referenced as *ACCD 1.1.600 Priority Incident Reporting* in Section 1.J.1.a. Standard Contract Terms; Compliance with Laws; State, federal, and local laws; Prison Rape Elimination Act, in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Elkhorn, Nexus, and START.

I. PURPOSE

Community Corrections Facilities and Programs Bureau (FPB) contract facilities will follow established requirements when reviewing and reporting 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 (see Glossary)

III. REQUIREMENTS

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.
2. Priority I incidents are those that pose the highest risk to the Department, FPB, and/or the facility. Examples of Priority I incidents may include, but are not limited to:
 - a. use of force incidents resulting in death or injury to employees, service providers, or offenders;
 - b. safety or security breach due to loss or malfunction of facility keys;
 - c. escape, or serious escape attempt from a FPB facility – see *FPB 6.2.422 RD Facility Escapes (Restricted Distribution)* for reporting requirements;
 - d. death of offender in a DOC placement or in the presence of DOC or contracted staff – see *FPB 6.1.209 Facility Offender Death* for reporting requirements;
 - 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 PREA allegation that law enforcement has responded to or for which an offender has been taken to a hospital for an examination – see *FPB 6.2.404 PREA Compliance and Reporting* for reporting requirements;
 - j. discovery of dangerous contraband (for example, weapons);
 - k. suspected or actual introduction of illegal or controlled substances in a treatment or assessment center;

- l. significant property damage resulting from man-made or natural, public, or offender action;
 - m. evacuation of a building that is not a drill or exercise;
 - n. equipment, communication system, or security system malfunction resulting in disruption to facility or office operation;
 - o. any event requiring a response from non-Department first responders;
 - p. major or prolonged disruption of operations due to power outages, riot or disturbance, arson, or sabotage;
 - q. medically advised reported or suspected illness from highly contagious diseases; and
 - r. any occurrence the applicable FPB Contract Manager or facility administrator believes may result in an unusual level of public attention.
3. Incidents not listed as Priority I may be categorized as Priority II incidents. Examples of Priority II incidents include, but are not limited to:
 - a. identified or suspected safety or security breaches (for example, loss of facility tools, etc.); and
 - b. discovery of illegal or controlled substances within a prerelease center.
4. Designated authority within the chain of command will analyze the incident and, if it meets the criteria, may reclassify it as Priority I accordingly and provide notification as outlined below.
5. Each facility will establish a policy or procedure on documenting and reporting Priority I and II incidents that includes the following:
 - a. For all incidents except a PREA allegation or an escape, use Section A of *FPB 6.2.403 (A) Priority Incident Report*:
 - 1) for all PREA allegations, use Section B of *FPB 6.2.403 (A) Priority Incident Report* following the requirements set forth in *FPB 6.2.404 PREA Compliance and Reporting*; and
 - 2) for an escape, use *FPB 6.2.422 (C) Escape Incident Report* following the requirements set forth in *FPB 6.2.422 RD Facility Escapes (Restricted Distribution)*.
 - b. Establish a permanent log using *FPB 6.2.403 (B) Facility Incident Log* indicating the nature of the incident. PREA allegations and escapes are not to be included in this Log.
 - c. Quarterly submission of the *Facility Incident Log* to Contract Manager at coraccdreports(at)mt.gov. Email subject line should read "*Facility; Incident Log Quarter #*".
 - d. Maintain all original incident reports in a secure central filing system.
 - e. Copies of Priority II incident reports will be submitted upon request of the Contract Manager.
6. A Contract Manager may reclassify the incident as a Priority I upon review of the *Facility Incident Log*.

B. NOTIFICATIONS

1. Priority I Incidents:
 - a. Notification of a suspected Priority I incident, other than a PREA allegation or an escape, will be made to the FPB Chief at 406-580-7991, or designee within 1 hour. The Bureau Chief or designee will determine if MSP Prison Base should be notified at this point. If the Bureau Chief or designee cannot be spoken to, attempts to contact a Contract Manager should be made. If Contract Manager cannot be spoken to, the MSP Prison Base will be contacted.
 - b. If directed by the Bureau Chief, notification will be made to the MSP Prison Base at 406-415-6250.
 - c. Local law enforcement will be notified if warranted.
 - d. Within 1 hour of verbally reporting the incident, the initial written reports for all Priority I incidents will be:

- 1) emailed to the Contract Manager at [correquests\(at\)mt.gov](mailto:correquests(at)mt.gov) with "Priority Incident" in email subject line;
 - 2) emailed to the FPB Chief with "Priority Incident" in email subject line;
 - 3) emailed to Department Investigations staff at [corie\(at\)mt.gov](mailto:corie(at)mt.gov) with "Priority Incident" in email subject line; and
 - 4) if MSP Prison Base was notified, emailed to the MSP Prison Base at [cormspcommandpost\(at\)mt.gov](mailto:cormspcommandpost(at)mt.gov).
- e. Facility staff are responsible to review all reports for accuracy, completeness, and clarity before signing the report and will return any insufficient reports to the reporting staff with correction instructions and guidance.
 - f. The reporting supervisor will review the reports and distribute copies according to established requirements.
2. Priority II Incidents: Priority II incidents are reported through the established internal chain of command process and to a Contract Manager through the submission of *FPB 6.2.403 (B) Incident Log*.

IV. CLOSING

Questions about this requirement should be directed to the Community Corrections Facilities and Programs Bureau.

V. REFERENCES

- A. §§ 2-15-112; 53-1-203, MCA
- B. *FPB 6.2.404 PREA Compliance and Reporting; FPB 6.2.422 RD Facility Escapes (Restricted Distribution); DOC 1.1.6 Priority Incident Reporting*

VI. FORMS

- FPB 6.2.403 (A) Priority Incident Report*
FPB 6.2.403 (B) Facility Incident Log
FPB 6.2.422 (C) Escape Incident Report