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BUREAU OF LEGISLATIVE RESEARCH

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 <p style="text-align: center;"> <b>ADMINISTRATIVE</b>  <b>REGULATIONS</b>    <b>STATE OF ARKANSAS</b>    <b>BOARD OF CORRECTIONS</b> </p>	Section Number:	Page Number:
	005	1 of 2 of 2
	Board Approval Date:	
	9/23/87	
Supersedes:	Dated:	
005	11/30/79	
Reference:	Effective Date:	
	10/22/87	
<b>SUBJECT: Reporting of Incidents</b>		

**I. POLICY OF DEPARTMENT:**

To ensure that all significant events or situations occurring within the Arkansas ~~Department~~ Division of Correction are completely documented by the employees involved, and that all appropriate personnel are informed of the incident in a timely manner.

**II. EXPLANATION/PURPOSE:**

A. Every employee is required to fully document any of the following incidents, whether he/she is a participant or simply observes the situation:

1. any disturbance;
2. an inmate assault on another inmate;
3. an inmate assault on an employee;
4. use of force by an employee on an inmate;
5. an inmate suicide attempt;
6. escapes or unauthorized absences;
7. inmate or employee deaths;
8. major property loss or damage;
9. the personal knowledge of inmate or staff giving false information;
10. a violation of any ~~Department~~ Division policy;
11. any inmate or employee actions which could lead to criminal charges.

B. The employee shall ~~immediately~~ complete the attached Form F-005/409-1 as soon as practical. This ~~report~~ report shall be promptly entered in the Electronic Offender Management System, ~~forwarded and forwarded~~ forwarded to the Unit Warden/Center ~~Supervisor/Administrator.~~ Supervisor/Administrator.

C. The Unit Warden/Center Supervisor/Administrator shall forward all incident reports of use of force by an employee on an inmate to the appropriate Assistant ~~Deputy~~ Director. -All other reports of a serious nature, as so determined by the Unit Warden/Center Supervisor/Administrator, shall also be forwarded to the Assistant ~~Deputy~~ Director and incident notification list.

D. All incident reports, including those deemed not serious and thus not forwarded, shall be recorded by the Unit Warden/Center Supervisor/Administrator on the attached Incident Report Log, Form F-005-2. The log shall be forwarded monthly to the appropriate Assistant Director. The Director shall issue an Administrative Directive to ensure that all notifications are made and recorded appropriately.

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E. Serious incidents, criminal violations, major or minor disturbances, escapes, deaths and incidents of a felonious nature shall be reported to the Director and Assistant Directors by telephone, and Form 005/409-1 relative to the situation shall be submitted to the appropriate Assistant Director and to the Director within forty-eight (48) hours by the Unit Warden/Center Supervisor/Administrator.

F. An investigation shall be conducted at the local level. All incident reports, statements, and disciplinary and medical reports shall be compiled within ten (10) days of the date of the discovery of the incident. In the space provided on the attached Form F-005/409-1, the Warden/Center Supervisor/Administrator shall recommend the continuance or termination of the investigation. This report shall be forwarded, with copies of support documentation within fifteen (15) days of the date of the discovery of the incident to the appropriate Assistant Director, unless requested sooner see AR 014.

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G. When incidents of a felonious nature occur, the Director, upon notification, will initiate notification of the Arkansas State Police and/or other appropriate officials.

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**ADMINISTRATIVE RULES**

**STATE OF ARKANSAS**

**BOARD OF CORRECTIONS**

**Section Number:**

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**1 of 2**

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B. The employee shall complete the attached Form F-005/409-1 as soon as practical. This report shall be promptly entered in the Electronic Offender Management System and forwarded to the Unit Warden/Center Supervisor/Administrator.

C. The Unit Warden/Center Supervisor/Administrator shall forward all incident reports of use of force by an employee on an inmate to the appropriate Deputy Director. All other reports of a serious nature, as so determined by the Unit Warden/Center Supervisor/Administrator, shall also be forwarded to the Deputy Director and incident notification list.

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- D. The Director shall issue an Administrative Directive to ensure that all notifications are made and recorded appropriately.

AR 005