

<p style="text-align: center;">STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</p>	<p>Title: Incident Reporting</p>		<p style="text-align: right;">Page 1 of 2</p>						
<p>Chapter: Security and Supervision</p>	<p style="text-align: center;">#405</p>	<p>Supersedes #405 dated 12/07/1987 #405.02 dated 3/26/01</p>							
<p>Attachments, Forms & Companion Documents: All attachments, forms, and companion documents are available on the Department of Correction’s website.</p>									
<p>Impacts: Field and Facility. Local Procedure(s) Required: Yes. Applicability: All staff (including contractors and volunteers) Security Level: “A” – This document is restricted to Department staff only.</p>									
<p>Approved:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;"><u>SIGNED</u></td> <td style="width: 33%; text-align: center;"><u>06/20/2017</u></td> <td style="width: 33%; text-align: center;"><u>07/01/2017</u></td> </tr> <tr> <td style="text-align: center;">Lisa Menard, Commissioner</td> <td style="text-align: center;">Date Signed</td> <td style="text-align: center;">Date Effective</td> </tr> </table>				<u>SIGNED</u>	<u>06/20/2017</u>	<u>07/01/2017</u>	Lisa Menard, Commissioner	Date Signed	Date Effective
<u>SIGNED</u>	<u>06/20/2017</u>	<u>07/01/2017</u>							
Lisa Menard, Commissioner	Date Signed	Date Effective							

PURPOSE

This directive outlines a procedure for the reporting of incidents that occur involving offenders and their behavior, suspected criminal activity, staff or state property within the Vermont Department of Corrections (DOC). This process will provide the DOC with data that can contribute to the long-range planning in all aspects of the DOC, and cultural assessments within all aspects of the DOC.

PHILOSOPHY

The reporting of incidents is vital to the operation, safety, and security of all DOC work sites, as well as ensuring offender, staff, and community safety. Incident reporting provides detailed information about incidents which can be assessed, when taken together, to identify trends, areas of vulnerability and cultural assessments. The DOC requires staff to report and document all incidents that occur during the day-to-day operation of its correctional facilities, field sites, and other offices, in order to maintain a communication flow within the DOC.

REFERENCE

DOC Administrative Policy #405.02 *Reporting Security Incidents.*

POLICY

1. Notifications
 - a. Incidents should be reported to a Supervisor as soon as possible. Additional notifications may be required pursuant to procedures.
2. Documentation
 - a. Staff shall document each incident and complete reports prior to the end of their scheduled shift.
3. Offender and Non-Offender Based Incidents
 - a. The DOC's approach to incident reporting is broad to ensure that DOC has an accurate and thorough perspective of the offender's history under supervision.
 - b. The DOC uses incident reporting to document incidents pertaining to staff, contractors, visitors, volunteers, and other persons as necessary. This documentation assists the DOC in identifying training, work site, and other operational needs.
4. Physical and Operational Based Incidents
 - a. The DOC uses incident reporting to document incidents pertaining to physical structural or operational events which take place at its facilities, field sites, and offices. This documentation assists the DOC in identifying potential needs for resources allocation.
 - b. Incident reporting should include any instances which impact the physical structure or operation of a facility, field site, or office which is pertinent to the operation of, safety, and security of the facility, field site, or office.