

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	8.6	2
	Date Filed	Effective Date
	*	June 29, 2021
References/Authority ACA 5-ACI-3A-31, 5-ACI-3A-35 CPP 8.8, 14.7	Subject <p style="text-align: center;">INCIDENT REPORTING</p>	

I. DEFINITIONS

“Critical incident” means an incident that seriously threatens the safety and security of a staff member during his official course of duty, an offender, an incident involving staff; or an incident that seriously threatens safety or security on Department grounds, facility, or office; or the use of force beyond normal restraint, use of deadly physical force, a motor vehicle accident in the course of an employee’s official duties; or an incident requiring emergency response.

“Non-critical incident” means an unexpected or non-routine event or situation affecting any staff member during his official course of duty, an offender, an incident involving staff or an unexpected or non-routine event or situation on Departmental grounds, facility, or office that does not directly threaten safety and security.

“Offender” is defined in CPP 14.7.

II. POLICY and PROCEDURE

Incidents shall be reported in a timely and effective manner to the appropriate Department of Corrections employees in order to assure that proper action may be taken. In highly significant instances, such as when a staff member’s injury results in admittance to the hospital, death, loss of an eye, a heart attack, or loss of bone tissue, an immediate report by telephone shall be required to safety personnel, the human resources administrator, and supervisory staff up to executive leadership.

A. Reporting Incidents

1. At the time an incident occurs, reporting staff shall complete a draft incident report. The report shall be reviewed for accuracy, modified if necessary, and approved by the shift supervisor, district supervisor, or appropriate Department of Corrections official. All staff incident reports shall be turned in by the end of shift or close of business unless otherwise approved by the Director, Warden or designee.

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2. The Incident Report shall be entered in KOMS and an email notification sent to the appropriate Department of Corrections leadership by the end of shift or close of business.
3. Except for weekends and holidays, the warden or his designee or regional manager or his designee shall review the Incident Report within 24 hours.
4. The Incident Report shall be finalized in KOMS within seventy-two (72) hours of the occurrence. An extension shall be requested in writing from the appropriate deputy commissioner.
5. An occurrence of significance that takes place in an institution shall immediately be reported by telephone to the Deputy Commissioner of Adult Institutions who shall in turn notify the Commissioner and other staff as appropriate. These occurrences may include serious injury to staff or inmates requiring outside medical treatment, inmate death, or an incident that may evoke media attention or incur liability.
6. Critical incidents of a serious nature involving injuries to DOC Probation and Parole staff or offenders in the presence of Probation and Parole staff, that require emergency medical treatment, shall be immediately reported by telephone to the Director of Probation and Parole.

C. Employee Reassignment and Referral

1. In the event of a critical incident, the involved staff may be referred by the supervisor or designee for a stress debriefing through the Kentucky Employee Assistance Program (KEAP) or other locally available service for the purpose of counseling to deal with the experience. This shall occur within 24-48 hours following the incident if possible. Procedures for debriefing shall be conducted according to CPP 8.8 Critical Incident Stress Debriefing.
2. If appropriate, the Warden, Director, or designee may place the involved staff in a temporary job reassignment following a critical incident. If an investigation of a criminal nature is ongoing by an outside agency, the involved staff may be granted a temporary job reassignment or restrictions after returning from leave or may be required to remain on leave.