

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>	EFFECTIVE DATE 02/06/2017	NUMBER 06.04.136
	SUBJECT CRITICAL INCIDENT REPORTING - FIELD OPERATIONS ADMINISTRATION (FOA) AND REENTRY SERVICES	
SUPERSEDES 06.04.136 (02/08/2016)		AUTHORITY MCL 791.203 - MCL 791.206, MCL 791.208
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**POLICY STATEMENT:**

Critical incidents shall be promptly reported to ensure the Department's chain of command is informed and prepared to respond to the inquiries of the Executive Office, Legislators, family members and the media. Critical incidents are reviewed to ensure that staff responded as outlined in policy and procedure.

**POLICY:**

DEFINITIONS

- A. **CRITICAL INCIDENT:** An event which is likely to attract widespread adverse public attention and/or create potentially serious issues for the Department, as determined by the Field Operations Administration (FOA) Deputy Director or Reentry Administrator. Such events shall be reported as soon as they come to the attention of staff by the most expeditious means available at the time (in-person, telephone, e-mail, etc.).
- B. **MEDICAL TREATMENT:** Treatment administered by a physician or registered professional. This does not include minor first-aid treatment, even if provided by a physician or registered professional.
- C. **SERIOUS PHYSICAL INJURY:** Injury to any part of the body which requires follow-up medical treatment, surgery or results in a person's inability to perform his/her regular duties for an extended period of time as a result of the injury.
- D. **SEXUAL ASSAULT:** Sexual penetration of, or sexual contact with, another person or intentional non-consensual touching of another person's genital area, buttocks or breasts. A Prison Rape Elimination Act (PREA) investigation packet shall be completed for all reported and/or alleged sexual assaults in accordance with PD 03.03.140 "Prison Rape Elimination Act (PREA) and Prohibited Sexual Conduct Involving Prisoners."

GENERAL INFORMATION

- E. For purposes of this policy, "employee" refers to Department employees, including contractual employees, unless otherwise specified.
- F. Critical incidents shall not be completed on discharged offenders.
- G. Staff at the Detroit Reentry Center (DRC) and the Detroit Detention Center (DDC) shall follow the guidelines set forth in PD 01.05.120 "Critical Incident Reporting - Correctional Facilities Administration (CFA)" when reporting a critical incident. However, DRC and DDC staff shall submit the Critical Incident Report (CAJ-570) and the Critical Incident Participation Report (CAJ-571) through the FOA and CFA chain of command.

CRITICAL INCIDENTS

- H. The following critical incidents shall be reported immediately by telephone and reported in writing on a FOA/Reentry Services Critical Incident Notification form (CFJ-144) as set forth in this policy:
  - 1. The death of any FOA employee and the death of any offender or visitor in a field office or reentry facility, unless the death was expected due to a terminal illness. These incidents shall also be reported pursuant to PD 04.06.110 "Deaths: Natural, Accidental, Suicide, Homicide"

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when applicable. Any death of a foreign national must be reported in writing to the Office of Legal Affairs Administrator within 24 hours of death.

2. The death of any person as a result of the actions of an offender or FOA employee.
3. Serious physical injury of an offender or visitor in a FOA field office or reentry facility, or an offender housed in a contracted reentry facility or custody setting (e.g., jail, etc.).
4. Any work related assault of an employee.
5. Drawing/discharge of a firearm in the employee's performance of his/her duties, except as required during training, qualification or practice.
6. Loss or theft of a Department-issued firearm, Department-issued electronic control device (ECD), specialty impact device or chemical agent at any time, or loss or theft of a personal firearm if lost or stolen while on duty or while on facility property.
7. Escape or attempted escape from the Lake County Residential Reentry Program (LCRRP), DRC or DDC.
8. Any sexual assault of an offender under the Department's jurisdiction who is housed in a contracted residential facility or custody setting (i.e., jail, etc.).
9. Arrest of a Department employee for any felony, or a misdemeanor for which the employee is subject to immediate suspension or, if found guilty, may be subject to dismissal in accordance with PD 02.03.100 "Employee Discipline." This also applies to contractual employees working in a facility who are known to have been arrested for similar conduct.
10. Any sexual contact between a Department employee and an offender.
11. An unusual event not identified above which may attract adverse attention to the Department as determined by the Assistant Deputy Director (ADD) or designee.

#### CRITICAL INCIDENT REPORTING REQUIREMENTS

- I. Each employee who is a participant in or witness to a critical incident shall immediately verbally report the incident through the chain of command and complete a FOA/Reentry Services Critical Incident Participant Report form (CFJ-565) or Critical Incident Participant Report (CAJ-571) as appropriate. The completed report shall be submitted through the chain of command (FOA and/or CFA where applicable) where the incident occurred within 24 hours.
- J. A FOA/Reentry Services Critical Incident Notification (CFJ-144) shall be provided through the chain of command to the FOA Deputy Director or Reentry Administrator as appropriate. The FOA Deputy Director or Reentry Administrator shall in turn notify the Director.
- K. Any job-related fatality of an employee must be reported to the Central Office Human Resource office and a FOA/Reentry Services Critical Incident Notification (CFJ-144) must be completed within eight hours of notification in accordance with the Department's Occupational, Safety and Health Manual.
- L. The LCRRP supervisor shall ensure all critical incidents are recorded in appropriate facility logbooks as applicable.

#### RELEASE OF CRITICAL INCIDENT INFORMATION

- M. Requests for critical incident information under the Freedom of Information Act (FOIA) shall be handled in accordance with PD 01.06.110 "Freedom of Information Act - Access to Department Public Records."

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### POST-INCIDENT REVIEW

- N. The Director shall determine the need to convene a Post Incident Review Committee. The Deputy Director will act as the chairperson and shall designate the members of the Post Incident Review Committee which shall include the Administrator of the Office of Legal Affairs.
- O. When a post-incident review is conducted, the review shall include:
1. A copy of the FOA/Reentry Services Critical Incident Notification (CFJ-144).
  2. A detailed description of the sequence of events. The description shall include the date, time and location of all events and be accompanied by photographs and/or diagrams when available or appropriate. This section shall provide the names and titles of all participants and witnesses including employees, visitors and offenders.
  3. A detailed critique of the incident and how employees responded to the incident along with supporting documentation. Any changes in practice or procedure which were implemented or are planned to be implemented to correct a problem also shall be reported.
  4. All administrative rules, policy directives, operating procedures, and work statements applicable to the event shall be listed, accompanied by an explanation of compliance or non-compliance. This review also shall include an evaluation of training needs and any recommendations for change in policy directives, work statements or operating procedures.
  5. A plan of action, identifying deficiencies, if any, and providing a method of resolution. The plan will identify the staff responsible for the correction and the time frames for the completion of the recommended changes.
- P. The appropriate Administrator shall submit the post incident report through the chain of command to the FOA Deputy Director or Reentry Administrator as soon as possible after the incident.
- Q. The post incident report shall be reviewed by the FOA Deputy Director, the Reentry Administrator or their designees, to ensure it is complete, to evaluate staff response, and to determine if there are any violations of policy or procedure. The report shall then be forwarded to the Director for review.

### DOCUMENTATION

- R. All documents, forms and videotapes related to critical incidents shall be retained as required by the Department's Record Retention and Disposal Schedule or, if not addressed in the schedule, for a minimum of six years from creation.

### OPERATING PROCEDURES

- S. The FOA Deputy Director and the Reentry Administrator shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive within 60 days of its effective date.

### AUDIT ELEMENTS

- T. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self-audit of this policy, pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

APPROVED: HEW 12/13/2016