

REPORTABLE INCIDENTS

STANDARD NO(S):

NYSSA #

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REFER TO:

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I. POLICY:

It is the policy of the Seneca County Correctional Facility to internally investigate and assess all incidents of a serious or potentially problematic nature and to properly report all reportable incidents to the Chief Jail Administrator, Sheriff, Undersheriff and when required to the New York State Commission of Corrections pursuant to the requirements of Minimum Standards part 7022.

II. DETAILS:

A. Reportable Incident Categories -

1. The following general categories of incidents will be reported to the New York State Commission of Corrections:
 - a. Assaults
 - b. Sexual assaults
 - c. Contagious illnesses
 - d. Contraband
 - e. Death
 - f. Major maintenance/service interruptions
 - g. Major and minor disturbances
 - h. Individual inmate disturbances
 - i. Natural/civil emergencies
 - j. Escapes/attempted escapes
 - k. Absconders
 - l. Fires
 - m. Firearm discharges
 - n. Inmate or personnel group actions
 - o. Hostage situations
 - p. Attempted suicides
 - q. Self inflicted injuries
 - r. Accidental injuries.
2. Requirements for reporting incidents to the New York State Commission of Corrections are outlined in the "Reportable Incident Guidelines for County Correctional Facilities" located at www.scoc.state.ny.us/manuals.

B. Reporting Incidents Other Than Death –

1. Except in the case of an inmate death, the initial report of an incident to the New York State Commission of Correction Albany office will be completed by the Shift Supervisor and will be done by telephone, regardless of the time or day. Such incidents will include the following:
 - a. All major disturbances, escapes, inmate or personnel group actions, hostage situations, firearm discharges, natural/civil emergencies and major maintenance/service interruptions will be reported by telephone immediately upon occurrence or discovery.
 - b. All other reportable incidents will be reported by facsimile, and then mailed within 24 hours of occurrence or discovery.
2. The initial telephone report will include all information required in the New York State Commission's "Reportable Incident Guidelines for County Correctional Facilities".
3. Except in the case of an inmate death, a written follow up report for specified incidents will be submitted in writing to the New York State Commission of Corrections in Albany, NY within thirty (30) days of the initial telephone report. The specified incidents and required forms are listed in the "Reportable Incidents Guidelines".
4. Additional facts of an important or critical nature that are discovered after the submission of the follow up report to the New York State Commission of Correction will be documented and forwarded in writing no later than fourteen (14) days following discovery..

C. Reporting Inmate Death –

1. Upon discovery of the death of any inmate incarcerated in the Seneca County Correctional Facility, the following notifications will be made:
 - a. Shift Supervisor
 - b. Correction Lieutenant
 - c. Chief Administrative Officer
 - d. CID Lieutenant (Criminal Investigation Division)
 - e. Undersheriff
 - f. Sheriff
2. At the direction of the CID Lieutenant, a Seneca County Coroner will be notified, within one (1) hour of death.
3. The inmate's next of kin will be notified within three (3) hours of pronouncement of death. If, the next of kin cannot be notified or located within that time period, the Shift Supervisor will document all

4. The New York State Commission of Corrections will be notified by the Chief Administrative Officer or designee by telephone within six (6) hours of pronouncement of death, regardless of the time of day or day of the week in a form and manner as described in the New York State Commission of Corrections “Reportable Incident Guidelines”.
5. A certified true copy of the deceased inmate’s entire correctional medical record will be forwarded to the New York State Commission of Corrections within three (3) days of the pronouncement of death.
6. The facility physician will forward a written follow up report, to the New York State Commission of Corrections within ten (10) days after the pronouncement of death and will include the following information:
 - a. A narrative medical history of the deceased covering the period ninety (90) days prior to death.
 - b. The deceased’s primary medical and/or psychiatric diagnosis and the therapy provided, if any, as a result of such diagnosis.
 - c. A narrative description of the terminal event occurring immediately prior to the pronouncement of death.
7. Additional facts of an important or critical nature discovered about an incident after the submission of the follow up report to the New York State Commission of Correction within fourteen (14) days following discovery.

D. Reportable Incident Guidelines –

1. To ensure that every officer has access to and knowledge of material and content, a copy of the New York State Commission of Corrections “Reportable Incident Guidelines for Local Correctional Facilities” will be located in the Lieutenant and Sergeant Offices, each housing unit and the booking desk.
2. All officers involved in a situation as outlined in the “Reportable Incident Guidelines” are responsible for completing the required reports as set forth by the New York State Commission of Corrections.
3. Copies of all completed reports and supplementary information pertaining to reportable incidents, including copies of all information forwarded to the New York State Commission of Corrections will be maintained on file in the Chief Administrator’s Office.

E. Review and Assessment –

1. The Chief Administrative Officer and Lieutenant will be notified immediately, whenever a reportable incident occurs.
2. The Chief Administrative Officer or designee will investigate every reportable incident within 24 hours of the incident's discovery.
3. Completed copies of investigated reportable incident will be forwarded to the :
 - a. Undersheriff
 - b. Sheriff
4. Reportable incident investigations will be conducted to determine the following:
 - a. An accurate chronology of what transpired during the incident, including a description of each participant's actions.
 - b. Any contribution factors to the incident's occurrence.
 - c. Facility response to the incident.
 - d. Whether there is a need to revise current facility policies and procedures.
 - e. Whether additional staff training is needed.
 - f. Whether the incident requires additional investigation.
 - g. Information gathered during the investigation or review of the incident will be forwarded to the New York State Commission of Corrections as a follow up report.

F. Annual Review and Assessment –

1. A written annual review and assessment of the nature and handling of all reportable incidents will be conducted by the Chief Administrative Officer or designee to determine:
 - a. Whether certain types of incidents have occurred repeatedly.
 - b. Whether improvements have been made in staff handling of such incidents.
 - c. Whether additional corrective action is warranted, current policies and procedures require revision and/or additional training is required.
 - d. Copies of all written annual reviews of reportable incidents will be filed and maintained in the chief Administrative Office.