

INCIDENT REPORTS

STANDARD NO(S):

NYSSA #

DATE:

October 4th, 2009

REVISED: 02/03/2011

REFER TO:

Roger O. Ward

I. OBJECTIVE:

To ensure all officers are familiar with incident report procedures.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to maintain a written report of all incidents involving on-duty Correction Officers and/or inmates, regardless of the location where the incident occurred. Incident reports will be used to evaluate and update, if needed, the operations of the facility, as well as for preparing training programs and exercises for all officers and support staff.

III. DETAILS:

- A. All officer and support staff will promptly report to the Shift Supervisor, all incidents that result in physical harm to any person, or that threaten the safety or security of the facility.
- B. All reports will be recorded on Form CF-009 (Incident Report), and forwarded to the Shift Supervisor for review.
- C. A copy of the completed Form CF-009 will be place in the inmate's file as part of their permanent record, if applicable, and the original will be forwarded to the Chief Administrative Officer.
- D. The filing of incident reports may result in the initiating of the disciplinary procedures against the individual identified in the report. In such instance, a copy of the incident report will be forwarded to the Correction Lieutenant. See the policy entitled "Inmate Discipline", subsection "Disciplinary Reports".
- E. The following incidents will require the filing of Form CF-009 (Incident Report):
 - 1. Accidental Injuries
 - 2. Medical Emergencies
 - 3. Minor Inmate Disturbances
 - 4. Major Inmate Disturbances

5. Destruction of Facility Property
6. Contraband
7. Any other occurrences that threaten the safety, security or good order of the facility or its occupants
8. Any Use of Force
9. Any other incident that causes a “Reportable Incident” to be filed with the New York State Commission of Correction to include the following general categories of incidents:

- a. Assaults
- b. Sexual assaults
- c. Contagious illness
- d. Contraband
- e. Deaths
- f. Major maintenance/service disruptions
- g. Major disturbances
- h. Minor disturbances
- i. Individual inmate disturbances
- j. Natural/civil emergencies
- k. Escapes
- l. Attempted escapes
- m. Abscondences
- n. Fires
- o. Firearm discharges
- p. Inmate group actions
- q. Personnel group actions
- r. Hostage situations
- s. Attempted suicides
- t. Self inflicted injuries
- u. Accidental injuries

- F. Each Shift Supervisor will be responsible for the preparation of reports on incidents that occur on their shift pursuant to the requirements outlined in the Reportable Incident Guidelines for County Correctional Facilities. Such reports will be forwarded to the Correction Lieutenant or Chief Administrative Officer in a timely manner for review. Once approved the report will be forwarded to the Commission of Correction in accordance with reporting requirements.