

City of St. Louis Department of Public Safety/Division of Corrections  
**POLICY & PROCEDURES**

<b>CHAPTER:</b>	3	Institutional Operations	<b>3.1.10</b>
<b>SECTION:</b>	1	Security and Control	<b>EFFECTIVE DATE:</b> 7 / 21 / 2020
<b>SUBJECT:</b>	10	<b>INCIDENT REPORTING</b>	
<b>STANDARDS: ACA – 4 – ALDF:      2A-11, 2B-07</b>			
<b>APPROVED:</b>			<b>REVIEW DATE</b> 7 / 21 / 20
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Dale Glass</b> <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b> 7 / 30 / 20
Rescinds: 3.1.10 Dated 1/11/13 Cancel:			

**I. POLICY**

It is the policy of the Division of Corrections to report and document major and minor incidents in a complete, accurate, and timely manner.

**II. RESPONSIBILITIES**

All Division of Corrections employees, contracted staff and volunteers are responsible for adhering to the following procedure.

**III. DEFINITIONS**

**Debriefing:** A post-incident session facilitated by either the Shift Supervisor/Unit Supervisor, Or Detention Center Superintendent/designee for the purpose of providing staff involved in the incident the opportunity to discuss what happened, and lessons that can be learned from the way the incident was handled.

**“Facility Administrator:”** Means the appointing authority or designee.

**Unit Supervisor:** Manager or supervisor of a unit, department, or agency representative within the Division of Corrections other than custody operations.

**IV. PROCEDURES**

**A. General Information**

1. Only situations qualifying as minor or major incidents should be reported using the Incident Report Form. All other conditions including personal requests by staff should be made using Informative Form or other appropriate forms.

2. Classes of Incidents

Incidents will be divided into three (3) classes in order to provide responses and notification commensurate with the level of the incident.

3. Class 1 Incidents (\* indicates incident is to be treated as a potential crime scene)

Class 1- incidents will include, but not be limited to:

- a. Outside assault on the facility or significant breach of the facility's perimeter for reasons other than escape\*.
- b. Possession of firearms or explosives by an inmate or visitor\*.
- c. Death of an on-duty employee, an inmate or visitor\*.
- d. An injury to an on-duty employee, an inmate or visitor that results in admission to an acute-care hospital.
- e. Any inmate assault on a Division of Correction employee, contractor, volunteer, or inmate resulting in admission to an acute-care hospital\*.
- f. Major fire\*.
- g. Bomb threat\*.
- h. Employee job action
- i. Suspected bio-chemical contamination.
- j. Any suspected, attempted or confirmed escape from the facility, inmate work detail or during transport to include community reports of a sighting of an escapee\*.
- k. Discharge of a firearm, to include accidental discharge\*.
- l. A riot, hostage situation, group disturbance, or inmate work stoppage\*.
- m. Substantiated information regarding a planned disturbance or

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- organized disobedience.
  - n. An event which seriously impacts normal operation of the unit such as a health emergency, power outage, any major destruction or disablement of city property or an incident requiring an unplanned lockdown of the facility.
  - o. Terrorist threat or intelligence of suspected terrorist activity\*.
  - p. Any reported sexual assault of an inmate\*.
  - q. Inmate suicide attempt requiring immediate life saving measures\*.
  - r. Erroneous Releases\*.
4. Class 2 Incidents (\* indicates incident is to be treated as a potential crime scene)
- Class 2 incidents will include, but not be limited to:
- a. Any inmate assault on a Division of Correction employee, contractor or volunteer requiring medical treatment\*.
  - b. Any inmate failing to return from work/school release.
  - c. Any injury or illness to staff, a visitor or an inmate to include attempted suicide, requiring emergency medical treatment.
  - d. A fire, other than a major fire, resulting in minor property damage.
  - e. Any significant theft of or damage to city property\*.
  - f. Discovery of dangerous contraband including drugs, alcohol, weapons, tools or any item, which could create a breach of security (e.g., unit plans or diagrams)\*.
  - g. Any incident resulting in notification of law enforcement agency, outside fire or ambulance department\*.
  - h. Any staff arrest.
  - i. Serious staff conflict involving immediate supervisory intervention.
  - j. An inmate placed on in-cell, full stationary or therapeutic restraint status including the use of the restraint chair.
  - k. An instance of workplace violence or threat of workplace violence requiring

the immediate separation of staff due to an imminent threat of violence.

5. Class 3 Incidents

Class 3 incidents will include, but not be limited to:

- a. An inmate on inmate fight, assault or minor disturbance.
- b. Arrest of any inmate on work release.
- c. Use of force.
- d. A breach of security resulting from damaged or defective security equipment and/or security systems.
- e. An injury to on-duty staff, an inmate or visitor requiring non-emergency medical attention.
- f. Minor theft or destruction of city property.
- g. An accidental opening of an inmate's privileged correspondence.
- h. Any privileged or professional visit that is not accommodated for any reason.
- i. Any incident, not otherwise described herein, which merits reporting in the judgment of the Shift Supervisor/Unit Supervisor.

6. All incidents will be handled in accordance with the appropriate emergency plan and/or Policy #3.1.28 – Crime Scene Management and Evidence Handling.

**B. Notification Procedures**

1. Class 1 incidents will be:

- a. Reported verbally immediately and in writing afterwards to the Shift Supervisor/Unit Supervisor who will ensure the incident is communicated to the Chief of Security/Officer of the Day. The Shift Supervisor/Unit Supervisor may speak directly to the Detention Center Superintendent and give a brief overview of the incident to include the type of incident, a general description of the incident and any facts known at the time.
- b. The Detention Center Superintendent will ensure that the Commissioner of Corrections is provided with notification of any facts or details as

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- determined.
  - c. The Commissioner of Corrections will direct the notification of any city official.
  - d. Concurrent to the notification of the incident through the chain of command, the following Class 1 incidents will also be reported by the Shift Supervisor/Unit Supervisor to the St. Louis Metropolitan Police, ambulance and fire department, as necessary:
    - (1). Riot/Disturbance
    - (2). Hostage
    - (3). Major Fire
    - (4). Disaster (Natural or man-made)
    - (5). Unconfirmed and Confirmed Escapes
    - (6). Bomb Threat
    - (7). Suspected bio-chemical contamination
    - (8). Terrorist attack, threat or intelligence of suspected terrorist activity
    - (9). Suspected death of an on-duty employee, inmate or visitor.
2. Class 2 Incidents
- a. Reported verbally to the Shift Supervisor/Unit Supervisor who will in turn, notify their immediate supervisor and the Officer of the Day as appropriate. Written report is submitted following verbal report.
  - b. The Officer of the Day will ensure the Detention Center Superintendent who reports to the Commissioner is notified of any significant Class 2 incident(s).
3. Class 3 Incidents
- a. Notification will be made to the Shift Supervisor/Unit Supervisor verbally and in writing.
  - b. Any further notification will be at the discretion of the Shift Supervisor/Unit Supervisor.
4. The Commissioner of Corrections and Public Information Officer will be notified

soonest as information is available for all Class 1 incidents-and any Class 2 or 3 incidents, which have the potential to generate significant media, public, or official attention. The Detention Center Superintendent and/or Officer of the Day will ensure prompt notification.

**C. Debriefing**

1. The Division will conduct an operational debriefing for all Class 1 incidents and the following situations:
  - a. Any inmate assault on a Division of Correction employee requiring medical treatment.
  - b. Any injury or illness to staff, a visitor or an inmate to include attempted suicide, requiring emergency medical treatment.
  - c. A fire, other than a major fire, resulting in minor property damage
  - d. Any significant theft of or damage to city property.
  - e. Discovery of dangerous contraband including drugs, alcohol weapons, tools or any item, which could create a breach of security (e.g., unit plans or diagrams).
  - f. Any other incident deemed appropriate for a debriefing.
2. The operational debriefing may be initiated by an appropriate member of the management staff. A Shift Supervisor may convene a debriefing with staff under its command. The de-briefing will be used to verify whether key processes in approved procedure and work rule and/or emergency plans were followed correctly. Staff involved in the incident will have the opportunity to ask any questions they may have, or raise issues that they feel should be discussed.
3. The operational debriefing should be held as soon as practical after the conclusion of the incident.
4. The following points/issues must be included in an operational debriefing:
  - a. Acknowledgement of the way that the incident was handled
  - b. An opportunity for staff involved in the incident to clarify points and ask questions about the incident.
  - c. Immediate remedial action that can be taken

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- d. To identify/clarify staff support opportunities that are available e.g. Employee Assistance Program.
- e. Lessons that can be learned as a result of the incident
- f. Whether there is a need to update, amend or make an addition to policies, procedures or emergency plans as a result of the incident
- g. Any other issues that the Shift Supervisor/Unit Supervisor or staff involved in the incident wish to raise.

**D. Reports**

1. All Class 1, 2, and 3 incidents require the completion of a Division of Corrections Incident Report.
2. The Incident Report will be prepared by the staff member who first witnesses or first reports the incident. Staff who respond to, or witness an incident, may be required to submit a supplemental incident report regarding the staff member's actions and observations.
3. A Medical Incident Report will be submitted by medical personnel who examine the parties involved for injuries resulting from an incident/accident. The Medical Incident Report will be attached to the Incident Report written either by custody staff or other Correctional staff member.
4. Any incident involving the use of fire fighting equipment, personal injury or property damage as result of a fire will be reported to the City of St. Louis Fire Marshall's Office by the Shift Supervisor.
5. If an Incident Report contains any of the following information, the original must be marked "confidential" and forwarded to the Shift Supervisor. The Shift Supervisor will forward the original Incident Report to the Chief of Security and copies to the Detention Center Superintendent. Or, in special circumstances the Incident Report may be submitted directly to the Detention Center Detention Superintendent who reports to the Commissioner:
  - a. Medical information
  - b. Identification of informants
  - c. Sensitive security information - Incident Reports containing sensitive security information must be submitted directly to the Shift Supervisor for immediate determination of impact.
6. Staff will consult with the Shift Supervisor or other Supervisors if unsure whether an Incident Report should be considered "confidential."

7. Copies of the following will be attached to the Incident Report whenever applicable and feasible:
  - a. Shift Supervisor/ Unit Supervisor summary of incident
  - b. Witnesses' Statements
  - c. Use of Force Report
  - d. TASC Report
  - e. Accident/Injury Report
  - f. Disciplinary Report(s), if associated with a Class 1, 2 or 3 Incident
  - g. Property Inventory (for property loss/damage and lost or misplaced funds )
  - h. Receipt for Property and Chain of Custody
  - i. Epic Photograph
  - j. Any applicable inmate information from the master file or inmate computer system (Jail Management System).
  - l. Shakedown Report
  - m. Daily Activity Log
  - n. Individual Confinement Record
  - o. Photographs
  - p. Restraint Chair Log
  - q. Medical Incident Report
  - r. Transportation Log
8. When significant property damage or injury has resulted from an incident, e.g., riot, disturbance, fire, escape, fight or assault, video recordings and/or photographs will be taken of the area and/or injured person(s).
9. The Shift Supervisor will ensure, whenever possible, that all reports are typed and completed the same day during which an incident occurred. The Shift Supervisor will review all reports for completeness and accuracy. The Shift Supervisor will



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- prepare a summary report of all submitted incident reports and draw conclusions, outline what action was taken by the Shift Supervisor, including the outcome of the debriefing, and make recommendations.
10. The Chief of Security, Deputy Detention Center Superintendent(s) and Unit Managers will review all Incident Reports and related documents. The Unit Manager will co-sign all Incident Reports. The Chief of Security is responsible for ensuring the reports and related documents are distributed to the proper administrative staff and will maintain a permanent log and filing system of all such reports.
  11. At the end of each month, the Chief of Security summarizes all the Incident Reports for the month, in memo form, and gives a copy to the detention Center Detention Center Superintendent who reports to the Commissioner of Corrections.