

R.C.C.C. RIVER CITY CORRECTIONAL CENTER POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
	DATE REVIEWED: 3/3/08
SECTION: Programs	
SUBJECT: Submit Written Reports to the Bureau of Community Sanctions	
DRC CBCF STANDARD: General Specific, #9	
ACA STANDARD: N/A	PAGE <u>1</u> OF <u>1</u> PAGES

I. POLICY

Programs shall submit written reports of serious incidents to the Bureau of Community Sanctions within two (2) business days of the time the incident occurred or was reported. Serious incidents should include: escapes, fires, assaults, inappropriate behavior, serious staff misconduct, thefts, building emergencies, use of force/deadly force, property loss or damage and violation of the Ohio Revised Code that could include law enforcement involvement.

II. PROCEDURES

- A. Serious incidents are reported to the Bureau of Community Sanctions on the Special Incident Report form within two (2) business days of the time the incident occurred or was reported. The Special Incident Report is faxed to the Bureau.
- B. Serious incidents include: escape, fires, assaults, inappropriate behavior, serious staff misconduct, thefts, building emergencies, use of force/deadly force, property loss or damage and violation of the Ohio Revised Code that could include law enforcement involvement.
- C. The Executive Director is immediately informed of any serious incidents.
- D. Incidents of this nature are reported on facility's "Incident Report".