



ISSUING AUTHORITY: INDIANA DEPARTMENT OF CORRECTION

EFFECTIVE DATE: 1/1/2025

2.7 Community Corrections Critical Incidents

APPLICABLE TO:

Adult Community Corrections who receive Community Corrections & Justice Reinvestment Grant Funding

Summary

To establish a clear definition of and consistent process for reporting a critical incident.

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Definition

A Critical Incident is an event that seriously disrupts the routine operation of a work release facility; and/or the supervision of participants in the community that may be a **serious, significant, or highly sensitive event that would generate political or public interest:**

- High-Interest Escape (outside of standard failure to return)/Attempted Escape of a Work Release/Secured residential area
- Death, serious injury resulting in the need for medical care, or hospitalization of staff, contractor, or participant, except in cases where the participant dies of natural causes and the death was anticipated
- Death or serious injury resulting in the need for medical care of a public visitor at a facility
- Staff or participant injury resulting from use of force
- Riot/Hostage situation
- Fire
- Sexual misconduct of participant or visitor (i.e., rape/attempted rape, etc.)
- Staff sexual misconduct
- Any natural disaster or other serious unexpected event, such as the loss of utilities that may have a serious negative impact on the operation of the facility
- Any arrests that take place at work release facilities by local law enforcement/state police
- Any incident that may have a negative impact on the entity or Indiana Department of Correction (Department, IDOC), such as Lockdown, Unexpected Death/Suicide, or Hunger Strike of 5+ participants at the same time.
- Any serious crime, such as homicide, serious battery, or sex crime, committed by a participant that may cause widespread interest or non-routine news coverage and where a response or comment may be solicited from the entity or the Department.
- Any incident that receives negative media attention where the entity is mentioned

Note: IDOC may request a critical incident for any event or situation that they deem necessary

Procedure

1. Notify the IDOC Community Corrections Director, IDOC Community Corrections Assistant Director, and assigned IDOC Program Director within 2 hours of the incident.
 - This may be done informally via telephone or email.
2. Complete a **Critical Incident Report Form** (form template available from the assigned Program Director and/or the IDOC Community Corrections website) with a detailed description of the incident and submit to the assigned IDOC Program Director **via email** within 24 hours. The report should include the following:
 - Entity name/location and/or work site of the incident
 - Staff reporting incident with title/rank
 - Type of incident
 - Impact on operations for both staff and participants
 - Date and approximate time
 - Brief description of the incident
 - Staff/participant(s) involved with names, numbers, and/or rank
 - Witnesses
 - Injuries to staff or participants/weapons/damage to property
 - Relevant participant/case information
 - If applicable, link to new coverage



3. Within 30 business days of the critical incident, if deemed necessary, a site visit will be conducted to discuss the incident with the assigned Program Director and with any other necessary Department staff. The Program Director will notify the grant entity of the date and time of the site visit.
 - In preparation for the site visit, a **Critical Incident After-Action Report Form** (form template available from the assigned Program Director and/or the IDOC Community Corrections website) will be prepared by the entity.
 - The Program Director will submit a report to the IDOC Community Corrections Director the following business day after the site visit.

4. If a site visit was determined to not be necessary, the entity will complete the report and submit to the IDOC Community Corrections Director within 5 business days after IDOC requests a completed report. **Critical Incident After-Action Report Form** will include:
 - Review of staff and participant actions during the incident
 - Critique of the decisions made during the incident in accordance with entity policy to include any referrals for disciplinary proceedings for participants and/or staff
 - Factors that may have contributed to the incident/policy violations
 - Factors that still exist and which could result in similar incidents
 - Plan of Action to correct/prevent future incidents
 - Any resolutions made or pending action surrounding the incident that occurred, including any referrals to law enforcement.

5. Within 1 business day of the receipt of the review, the Program Director will submit a report to the IDOC Community Corrections Director with a description of the findings.

6. If the site visit verifies non-compliance with the procedural bulletins or non-compliance of evidence-based practices that does not violate the rights of the entity participants, employees, or pose a serious threat to public safety, the entity Director and Advisory Board Chairman will receive a copy of the findings. The Program Director will proceed with **Procedural Bulletin 2.6 Technical Assistance and Corrective Action**.

7. If the incident is a result of a non-compliance of the grant or a violation of the law, and is verified through the site visit, the IDOC Community Corrections Director will then notify the entity Director and Advisory Board Chairman of the non-compliance/violation. The IDOC Community Corrections Director will follow **Procedural Bulletin 2.5 Compliance and Monitoring**.

Note: If any of the time frames outlined cannot be met, notify your assigned IDOC Program Director to request modified instructions.