



ADMINISTRATIVE RULE
STATE OF ARKANSAS
BOARD OF CORRECTIONS

Section Number:

ADC- 005

ACC- 4.2

Page Number:

1 of 1

Board Approval Date:

Supersedes:

005

Reference:

Dated:

Effective Date:

SUBJECT: Reporting of Incidents

I. AUTHORITY:

The authority of the Board of Corrections to promulgate this Administrative Rule is found in Ark. Code Ann. § 25-43-401.

II. POLICY:

It is the policy of the Board of Corrections to ensure that all serious incidents occurring within a facility or center housing inmates or offenders, or while an offender is under the supervision of the department, are completely documented by those present, and that the Board of Corrections and all appropriate Department personnel are informed of the incident in a timely manner.

As used in this Administrative Rule, the term "offender" applies to inmates, residents, parolees, and probationers; in addition to residents in a community correction center or reentry center.

III. PURPOSE:

A. The Secretary of the Department of Corrections shall issue a directive containing procedures ensuring that that all serious incidents are reported consistent with this rule. The issuance or revision of any policy governing the reporting of incidents within the Department of Corrections that narrows reporting requirements shall be reported to Board of Corrections.

B. Incident reporting procedures shall provide for the immediate notification of all serious incidents to the following individuals:

1. The Chairman of the Board of Corrections;
2. The Assistant to the Board of Corrections who shall notify the remaining members;
3. The Secretary of the Department of Corrections;
4. The Division Director; and
5. The Department's Liaison in the Governor's Office.

C. All employees shall complete the Department's Incident Report Form as soon as practical following an incident. This report shall be promptly entered in the Electronic Offender Management Information System, or its successor, forwarded to the Unit Warden, Center Supervisor, Area Manager, or Administrator, and distributed via the appropriate incident notification list.

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Deleted: Every employee is required to fully document any of the following incidents, whether he/she is a participant or simply observes the situation:¶

1. any disturbance;¶
2. an inmate assault on another inmate;¶
3. an inmate assault on an employee;¶
4. use of force by an employee on an inmate;¶
5. an inmate suicide attempt;¶
6. escapes or unauthorized absences;¶
7. inmate or employee deaths;¶
8. major property loss or damage;¶
9. the personal knowledge of inmate or staff giving false information;¶
10. a violation of any Division policy;¶
11. any inmate or employee actions which could lead to criminal charges.The

Deleted: <#>The employee shall complete the attached Form F-005/409-1 as soon as practical. This report shall be promptly entered in the Electronic Offender Management System and forwarded ¶ to the Unit Warden/Center Supervisor/Administrator.¶

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Deleted: The Unit Warden/Center Supervisor/Administrator shall forward all incident reports of use of force by an employee on an inmate to the appropriate Deputy Director. All other reports of a serious nature, as so determined by the Unit Warden/Center Supervisor/Administrator, shall also be forwarded to the Deputy Director

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D. The Director shall issue an Administrative Directive to ensure that all notifications are made and recorded appropriately. ¶

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