

Reporting of Incidents	1
I. Definitions.....	1
A. Facility	1
B. Facility Head	1
C. Incident.....	1
D. Unit Head	1
II. Reporting of Incidents.....	1
A. Reporting Requirements	1
B. Preparing the Incident Report	2
III. References	2
IV. Action	3
Attachments	4

Section-05 Emergency Plans	OP-050109	Page: 1	Effective Date: 07/02/2025
Reporting of Incidents	ACA Standards: None		
Steven Harpe, Director Oklahoma Department of Corrections		Signature on File	

Reporting of Incidents

I. Definitions

A. Facility

Institutions and community corrections centers.

B. Facility Head

Wardens and Community Corrections Center Administrators.

C. Incident

Any occurrence, which appears out of the ordinary, is suspect, is a rule violation, has serious impact to the security of the facility/unit, or provides the sharing of information.

D. Unit Head

Unit Administrators and Probation and Parole Administrators.

II. Reporting of Incidents

All reportable incidents, as defined below, will be entered into the Inmate and Community Offender Network (ICON).

A. Reporting Requirements

- Any staff member who is involved in, witnesses, or has knowledge of an incident involving inmates/offenders, staff, visitors, contraband, or other reportable issues will record the incident on an "Incident

Report Summary” ([Attachment A](#)) in ICON. In a facility setting, if an incident is classified as a serious incident report as defined by [OP-050108](#) entitled “Use of Force Standards and Reportable Incidents”, the supervisor will initiate the incident report and be responsible for the input of statements of all staff involved into ICON.

2. Incidents that involve possible Prison Rape Elimination Act (PREA) (see [OP-030601](#) entitled “Oklahoma Prison Rape Elimination Act”) issues, actual or threats of physical assaults of any nature, or any misconduct involving staff members will be verbally reported immediately to a supervisor and also documented on an “Incident Report Summary” ([Attachment A](#)) in ICON.

B. Preparing the Incident Report

1. All applicable items on the “Incident Report Summary” ([Attachment A/ICON](#)) will be completed. The summary of the incident will clearly state all facts and pertinent information.
2. If any information is obtained which indicates possible gang activity or gang involvement, a “Security Threat Group (STG) Validation” ([OP-040119](#), [Attachment A](#)) will be completed by the Chief of Security or designee, in accordance with [OP-040119](#) entitled “Intelligence.” Upon completion, the “Security Threat Group (STG) Validation” ([OP-040119](#), [Attachment A](#)) will be forwarded to the assigned facility intelligence agent and/or criminal interdiction agent.
3. Incident reports will be referred to the supervisor prior to the end of the shift/workday or prior to being relieved. If additional time is needed to complete the report, prior approval will be received by the facility/unit head or designee.
4. The supervisor will review all incident reports and ensure they have been properly completed. The supervisor will indicate in the appropriate section what action was taken and refer the incident report to the Chief of Security, or as specified by the facility/unit head.
5. The Chief of Security will ensure that all incidents are reported and entered into ICON.

III. References

Policy Statement P-050100 entitled “Emergency Plans for the Oklahoma Department of Corrections”

OP-030601 entitled “Oklahoma Prison Rape Elimination Act”

OP-040119 entitled “Intelligence”

OP-050108 entitled "Use of Force Standards and Reportable Incidents"

IV. Action

All senior/executive staff members are responsible for compliance with this procedure.

The Chief of Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency Director.

This procedure is effective as indicated.

Replaced: OP-050109 entitled "Reporting of Incidents" dated March 29, 2022

Distribution: Policy and Operations Manual
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Section-05 Emergency Plans	OP-050109	Page: 4	Effective Date: 07/02/2025
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<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Incident Report Summary"	Attached/ICON
Attachment A	"Security Threat Group (STG) Validation"	OP-040119