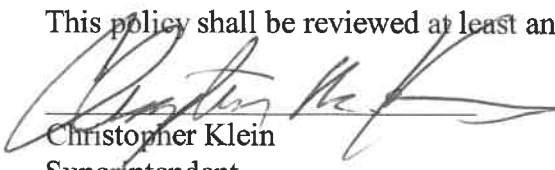


<p>ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES</p> <p>ADMINISTRATIVE DIRECTIVE</p>	<p>AD NO. 01.04 Date: October 13, 2021 Subject: General Administration Title: Reporting of Incidents For Public Release: Yes</p>
---	--

- I. Reference: AD 01.03
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF) employees, volunteers, persons or organizations conducting business with the Department.
- III. Purpose: To establish guidelines for the reporting of all incidents.
- IV. Definitions:
 - Incident- An occurrence or action that has been observed, investigated, or experienced that staff feel necessary to report or are otherwise directed to report.
 - Serious Incident- An event or circumstance which causes disruption to the Department or creates significant danger or risk to staff, inmates and or property.
- V. Policy: It shall be the policy of the AACDDF to utilize a standardized method of reporting to ensure that all incidents are primarily reported through the chain of command. Serious incidents shall be those of an important or sensitive nature, those which affect public safety or the environment and/or those which may receive early attention by the news media or elected officials of the Federal, State or County Governments.
- VI. Procedure:
 - A. All staff shall receive training in report writing.
 - B. Staff shall be responsible for reporting incidents in writing in a timely manner, but no later than the end of their shift.
 - C. Supervisors shall document any situations where staff are physically unable to complete an incident report due to injury or other extenuating circumstance.
 - D. In the event of an incident, all staff involved or who witnessed the event shall submit an incident report through their chain of command. The supervisor shall be responsible for reviewing all reports and taking action as necessary.

- E. Staff are responsible for authoring and submitting their own incident report based on their actions and involvement, including all relevant information that was experienced, observed and investigated.
- F. All incident reports shall be clear, concise, factual and accurate. Any report that contains an intentional false statement, omission or misstatement of fact, may be grounds for disciplinary action.
- G. Staff shall not fear reprisal or retaliation for writing and submitting incident reports that serve a legitimate correctional objective.
- H. Serious incidents, persons to be notified and timeframes for notification are listed in **Appendix 1: Serious Incident Reporting Requirements**. In addition to initiating notification for the listed incidents, Supervisors are expected to exercise good judgment and initiate notification in the event of other incidents which they believe to be of a sensitive nature.
- I. Supervisors shall be responsible for contacting the Captain, Assistant Correctional Facility Administrator (ACFA) and Correctional Facility Administrator (CFA) as detailed in Appendix 1. The CFA shall contact the Superintendent. The Superintendent shall immediately notify the Chief Administrative Officer and County Executive of any incidents of a highly sensitive nature.
- J. The Supervisor shall ensure Incident Reports are submitted by all staff involved in the incident prior to their departure from the facility. The Supervisor shall review the reports and prepare an overview summarizing events surrounding the incident. The reports shall be forwarded through the Captain to the ACFA.
- K. The ACFA shall review all reports, order additional investigation as necessary and forward all documentation to the CFA. The CFA shall keep the Superintendent apprised of investigation status and outcome.

This policy shall be reviewed at least annually and revised as necessary.


Christopher Klein
Superintendent

Rescinds: AD 01.04 dated November 1, 2005
AD 01.04 dated July 1, 2009

AD 01.04 dated October 27, 2017
AD 01.04 dated April 8, 2020

Appendix 1: Serious Incident Reporting Requirements