



Illinois Department of Corrections

Administrative Directive

Number: 01.12.105	Title: Reporting of Unusual Incidents	Effective: 2/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	01.12.105 effective 9/1/2015

Authority: 730 ILCS 5/3-2-2 20 IAC 112 and 504	Related ACA Standards: 5-ACI-1A-07 and 10, 5-ACI-3A-01, 09, 31, 35, 5-ACI-3B-07, 14, 15, 5-ACI-3C-06, 08, 5-ACI-4A-14, 5-ACI-7D-06
Referenced Policies:	Referenced Forms:

I. POLICY

The Department shall ensure any unusual incident or situation that occurs on the grounds of a Department facility, office or program site, or that occurs within the community and involves an employee or an individual under the supervision of the Department shall be reported to the appropriate officials and completely documented by the witnessing employee or the employee who received notification of same.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for reporting and documenting unusual incidents.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Requirements

1. Unusual incidents or situations that occur on the grounds of the General Office in Springfield or any satellite office under the jurisdiction of the Springfield office shall be reported immediately to the respective Deputy Director or Chief.
2. The Chief Administrative Officer (CAO) of a correctional facility or program site shall ensure that a written procedure on the reporting of all incidents is established.
3. Notification of serious and significant unusual incidents shall be in accordance with the provisions of this directive.

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F. Notification Requirements

1. Correctional Facilities

The CAO shall immediately notify the respective Deputy Director, by telephone, any of the following types of incidents or situations:

- a. An individual in custody's physical assault on another individual in custody or an employee where serious injury results;
- b. An employee's physical assault on another employee;
- c. Use of force by an employee on an individual in custody, including use of firearms, use of chemical agents, use of oleoresin capsicum (OC), use of physical force to restrain, etc.;
- d. Any discharge of a Department authorized firearm, except for discharges during scheduled events such as firearms competition or memorial services or for routine discharges during firearms training, practice and qualification;
- e. An individual in custody's suicide attempt where serious injury occurs;
- f. Serious injury of an individual in custody;
- g. Serious injury or serious illness (life threatening) of an on-duty employee;
- h. Escapes, runaways, attempted escapes or runaways or unauthorized absences, as defined in Department Rule 504;
- i. Deaths;
- j. Major property loss or damage;
- k. Any serious fire;
- l. Any individual in custody or employee action that the Department may refer for prosecution of criminal charges; and
- m. Other incidents or situations that, in the opinion of the CAO, should be reported.

2. Program Sites

The Supervisor shall immediately notify the respective Deputy Director or Chief of the following incidents if they involve an individual under the supervision of the Department.

- a. Assault on a Department employee;
- b. Any incident or situation that may be media sensitive due to the person involved or the locale of the incident or situation; and
- c. Other incidents or situations that, in the opinion of the Supervisor, should be reported.

G. Follow Up Reports

Following initial notification of the respective Deputy Director or Chief, the CAO shall ensure:

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1. Electronic notification of the incident is provided. The notification shall include, but not be limited to:
 - a. Date and time of the incident;
 - b. Individuals in custody involved, including demographics;
 - c. Staff involved; and
 - d. Narrative of the incident, including action taken by staff.
2. A follow-up report shall be electronically submitted to the respective Deputy Director or Chief as additional information becomes available until submission of the final report.
3. A paper copy of all notifications and follow-ups shall be maintained by the facility.

H. Notification to the Director

The respective Deputy Director or Chief shall immediately notify the Director of unusual and significant incidents or situations.
