


Chapter:	Investigations, Inspections and Audits	Classification:	Public Document
Subject:	Reportable Incidents		
For:	Entire Division	 Authorized by Executive Director	

1. Policy

- 1.1 It is the policy of Correctional Services to ensure the immediate communication by operational units to senior management of incidents of a significant, emergency or life-threatening nature, allegations of a significant nature, and major incidents as defined by the *Publicly Reportable Incidents, Involving Persons in Custody*.


2. Newsworthy Incidents

- 2.1 Any reportable incidents, as well as events not identified as reportable incidents, may be or become newsworthy. Once an incident, whether it was initially identified as a reportable incident or not, becomes newsworthy, it becomes a reportable incident.

3. Types of Reportable Incidents


- 3.1 Reportable incidents of a significant, emergency, or life-threatening nature in a correctional facility include
- 3.1.1 riots or major disturbances
 - 3.1.2 incidents of significant property damage
 - 3.1.3 use of riot equipment, or conducted energy weapons (CEWs)
 - 3.1.4 major misconducts by individuals in custody resulting in damage
 - 3.1.5 incidents where staff are held back at shift change or recalled to work due to an emergency
 - 3.1.6 hunger strikes
 - 3.1.7 accidents or injuries on staff or individuals in custody requiring immediate medical intervention or hospitalization
 - 3.1.8 major seizure of drugs
 - 3.1.9 suicides and attempted suicides
 - 3.1.10 death of an individual in custody
 - 3.1.11 escapes and attempted escapes
 - 3.1.12 wrongful releases from custody
- 3.2 Additional types of reportable incidents of a significant nature in Community Corrections office, correctional facility or on community escort include

Page 1 of 4	Dated Issued: March 1, 2008 Date of Last Revision: November 20, 2019 Current Revision Date: January 15, 2021	Subject No. 5.02.00
-------------	--	---------------------

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- 3.2.1 early or late releases of individuals from custody or community supervision
- 3.2.2 incidents where police, fire or ambulance personnel are required to respond because of an emergency including
 - 3.2.2.1 hostage takings
 - 3.2.2.2 bomb threats
 - 3.2.2.3 seizure of explosives or firearms at a correctional facility or Community Corrections office
 - 3.2.2.4 fires requiring the intervention of the fire service and/or a partial or full evacuation
 - 3.2.2.5 assaults
 - 3.2.2.6 damage to Community Corrections office
 - 3.2.2.7 third party interference by a member of the public
- 3.2.3 natural disasters or major infrastructure or power failures affecting the workplace
- 3.3 Reportable incidents include allegations by an individual in custody or under community supervision or someone acting on their behalf, of
 - 3.3.1 assault
 - 3.3.2 sexual assault
 - 3.3.3 excessive use of force by staff
 - 3.3.4 physical or emotional abuse under the *Children and Family Services Act*; see Policy and Procedures, Subject No. 5.06.00, [Allegations](#)
 - 3.3.5 workplace violence
 - 3.3.6 sexual harassment
 - 3.3.7 violations of the *Human Rights Act*
- 3.4 Any other type of incidents that result in a criminal investigation, including conditional release violations resulting in a criminal investigation other than for a charge of unlawfully at large, are reportable incidents.
- 3.5 The death of a staff person, even when the staff member dies of natural causes while off duty, is a reportable incident.
- 3.6 Reportable incidents will be disclosed to the public and/or media in accordance with the Department of Justice Policy, *Publicly Reportable Incidents, Involving Persons in Custody*.

Page 2 of 4	Dated Issued: March 1, 2008 Date of Last Revision: November 20, 2019 Current Revision Date: January 15, 2021	Subject No. 5.02.00
-------------	--	---------------------

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4. Initial Verbal Reports

- 4.1 Reportable incidents are communicated as follows
- 4.1.1 all staff will immediately advise their supervisor of a reportable incident
 - 4.1.2 supervisors will in turn immediately advise the Manager, Community Corrections, or superintendent of the reportable incident
 - 4.1.3 the Manager, Community Corrections or superintendent will inform the appropriate director and chief superintendent of the reportable incident in a timely manner
 - 4.1.4 the director will advise the Executive Director, Correctional Services
 - 4.1.5 the director will also ensure the Director, Communication is advised of any reportable incidents of a newsworthy nature
- 4.2 The superintendent or the Manager, Community Corrections upon receipt of the information from their staff will
- 4.2.1 advise the appropriate director by phone of any reportable incident
 - 4.2.2 continue to provide updates as appropriate or as directed
- 4.3 The initial verbal reports will include
- 4.3.1 date and time of incident
 - 4.3.2 names of individuals and staff involved
 - 4.3.3 any injuries and status
 - 4.3.4 any contact or pending with next of kin, where appropriate
 - 4.3.5 next court appearance

5. Initial Written Summary

- 5.1 The superintendent or Manager, Community Corrections will forward to the responsible Director via e-mail a written summary of the verbal report immediately following verbal notification. The written summary will include
- 5.1.1 date and time of incident
 - 5.1.2 names staff involved
 - 5.1.3 the following information for individuals in custody or under community or under community supervision involved
 - 5.1.3.1 admission date or date of start of disposition

Page 3 of 4	Dated Issued: March 1, 2008 Date of Last Revision: November 20, 2019 Current Revision Date: January 15, 2021	Subject No. 5.02.00
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- 5.1.3.2 earliest release date or date that the disposition is satisfied
- 5.1.3.3 current charges and their dispositions
- 5.1.3.4 any outstanding charges
- 5.1.3.5 behaviour to date
- 5.1.4 for incarcerated individuals
 - 5.1.4.1 recent transfer history
 - 5.1.4.2 security classification
- 5.1.5 any involvement by police, fire, medical, ambulance or other services
- 5.1.6 details of incident, i.e., who, what, when, where, how, and why
- 5.1.7 any other relevant information
- 5.1.8 actions taken to date

6. Standard Operations Procedures

- 6.1 Superintendents will establish local standard operating procedures (SOP) that detail the process for communicating information on reportable incidents to senior facility or community corrections staff to be reported to the appropriate director in accordance with this policy.