

# KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	<b>SECTION NUMBER</b>  <b>01-180J</b>	<b>PAGE NUMBER</b>  <b>1 of 3</b>
		<b>SUBJECT:</b>  <b>ADMINISTRATION: Community Critical Incident Reporting and Notification</b>	
<b>Approved By:</b>  <b>Secretary of Corrections</b>		<b>Original Date Issued:</b> <b>01-31-17</b>	<b>Replaces Version Issued:</b> <b>N/A</b>
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<b>APPLICABILITY:</b>	<input type="checkbox"/> <b>ADULT Operations Only</b>	<input checked="" type="checkbox"/> <b>JUVENILE Operations Only</b>	<input type="checkbox"/> <b>DEPARTMENT-WIDE</b>
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## POLICY STATEMENT

The Secretary shall be promptly notified of critical incidents involving offenders under the supervision of a community supervision officer/agency. The Juvenile Services shall establish procedures for the internal reporting such incidents both during and outside of regular business hours.

## DEFINITIONS

Critical Incident: For the purposes of this policy, any situation involving allegations of homicide, other death, riot/hostage incidents, suicide; or other incidents that have the potential for significant media coverage.

Homicide: The killing of one person by another.

Management Team: A panel of Central Office management staff designated by the Secretary. Currently this panel is comprised of the Secretary; Deputy Secretaries, Chief Legal Counsel, Special Counsel to the Secretary; Communications Director; Director of Human Resources, Executive Director, Director of Information Technology, Enforcement, Apprehension and Investigation Director, Legislative Liaison, Director of Fiscal Services, Director of Victim Services, Reentry Director.

Offender: For the purposes of this policy, is an offender placed in the custody of the Secretary by a juvenile court order who is under the supervision of a community supervision agency and not in a juvenile correctional facility.

Other Death: The accidental death or death from natural causes of juvenile offender or staff.

Other Incidents: Any incident not reported in another category and has the potential for significant media coverage.

Regular Business Hours: For the purpose of this policy, normal business hours shall be Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays that may fall on a weekday.

Riot/Hostage Incident: Any disturbance by three (3) or more offenders that seriously disturbs the operation of a facility, jeopardizes the control of an area, threatens violence against or destruction of property, or results in significant property damage or personal injury to offenders or staff, including, but not limited to, any hostage situation.

Suicide: Intentionally killing oneself.

## **PROCEDURES**

### **I. Notification Process for Critical Incidents Occurring During Regular Business Hours**

- A. The director of community-based services or designee shall instruct all community supervision agencies to notify a program consultant at (785) 296-4213 of any critical incident occurring during regular business hours.
  - 1. If a program consultant is not available, the receptionist or other person taking the phone call shall forward the phone call to the contracted services manager.
  - 2. If the contracted services manager is not available, the phone call shall be directed to an available member of the management team.
- C. The management team member receiving the critical incident notification shall immediately notify the Deputy Secretary of Juvenile Services and director of community-based services.
  - 1. The management team member shall be responsible for ensuring the Deputy Secretary of Juvenile Services and director of community-based services are notified of the critical incident before the close of business on the day the notification is received.

### **II. Notification Process for Critical Incidents Occurring Outside of Regular Business Hours**

- A. The director of community-based services or designee shall instruct all community supervision agencies to notify the Kansas Juvenile Correctional Complex (KJCC) central control center at 785-354-9800 ext. 0 of any critical incident that occurs outside of regular business hours or on weekends/holidays.
  - 2. The KJCC central control officer taking the call shall complete the Community Critical Incident Reporting Notification Form, Attachment A.
  - 3. The KJCC central control officer shall first attempt to notify the contracted services manager at 785-230-5259 of the critical incident report. Contact shall be attempted every five (5) minutes for a 20-minute timeframe.
  - 4. If the KJCC central control officer is unable to reach the contracted services manager within twenty (20) minutes, the officer shall contact the director of community-based services at 785-221-3629 to notify him/her of the critical incident.
  - 5. The KJCC central control officer shall continue attempts to reach the contracted services manager or the director of community-based services until contact is made.
    - a. The time and date of the attempts and the actual notification shall be documented on the Community Critical Incident Reporting Notification form.
  - 6. A copy of the Community Critical Incident Reporting Notification Form shall be sent to the contracted services manager at [KDOC\\_JS\\_Verbal\\_Critical\\_Incident@doc.ks.gov](mailto:KDOC_JS_Verbal_Critical_Incident@doc.ks.gov) no later than the next business day.

### **III. Record Keeping**

- A. The contracted services manager shall establish a record keeping system to record and track the critical incident reports received under this policy.

### **IV. This IMPP shall serve as final policy in all juvenile correctional facilities and no facility orders shall be allowed on this subject.**

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish

State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

**REPORTS REQUIRED**

None.

**REFERENCES**

K.S.A. 21-5501 through K.S.A. 21-5513  
CSS-03-112

**ATTACHMENTS**

<b>Attachment</b>	<b>Title of Attachment</b>	<b>Page Total</b>
A	Community Critical Incident Reporting Notification Form	1 page

**KANSAS DEPARTMENT OF CORRECTIONS  
JUVENILE SERVICES**

**Community Critical Incident Reporting Notification Form**

Critical incidents involving offenders in the custody of the Secretary and under the supervision of a community supervision officer/agency are required to be immediately reported to the Secretary regardless of the time of day. The community supervision officer/agency supervising or monitoring the activities of the offender is required to report all critical incidents to KDOC-JS.

Critical Incidents are defined as: "any situation involving a homicide or other death, riot/hostage incidents, suicide or other incidents that have the potential for significant media coverage."

**The KJCC central control officer shall complete this form and email it to:**  
[KDOC\\_JS\\_Verbal\\_Critical\\_Incident@doc.ks.gov](mailto:KDOC_JS_Verbal_Critical_Incident@doc.ks.gov)

Name of Caller: [ ] Time/Date of Call: [ ]

Return Contact Number: [ ] Judicial District: [ ]

Offender Name: [ ] Age: [ ]

Location/Placement of Incident: [ ]

Type of Incident:	<input type="checkbox"/>	Homicide	<input type="checkbox"/>	Suicide
	<input type="checkbox"/>	Riot/Hostage Situation	<input type="checkbox"/>	Other Death
	<input type="checkbox"/>	Other Incident (potential significant media coverage)		

**KDOC-JS NOTIFICATION INFORMATION**

**Once you have obtained the above information from the community supervision agency caller, please contact the contracted services manager. Contact shall be attempted every five (5) minutes for a 20-minute timeframe. If direct contact is not made within 20 minutes, call the next individual on the list and continue this protocol until contact is made.**

KDOC-JS Notifications: Contracted Services Manager (785-230-5259)  
Director of Community-Based Services (785-221-3629)

Name of Central Office Employee Who Was Notified: [ ]

Notification Time/Date: [ ]

Attempted Notifications (Name and Time):

[ ]	[ ]
[ ]	[ ]
[ ]	[ ]
[ ]	[ ]
[ ]	[ ]

Name of KJCC Central Control Officer Taking the Call: [ ]