

 <div style="text-align: center;"> ADMINISTRATIVE REGULATIONS STATE OF ARKANSAS BOARD OF CORRECTIONS </div>	Section Number:	Page Number:
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	Board Approval Date:	
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	Reference:	Effective Date:
		10/7/96
SUBJECT: Critical Incident Review		

I. AUTHORITY:

The Board of Correction ~~and Community Punishment (BCCP)~~ is vested with the authority to promulgate this administrative regulation by Ark. Code Ann. ss 12-27-105 (Michie Supp. 1995).

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II. POLICY:

To assess the adequacy of ~~the Emergency Preparedness Plan policy~~ and its implementation in situations where unexpected threat to, or loss of, life has occurred within the Arkansas Department of Correction, ~~Critical Incident Reviews may be ordered by the Director, and is not the result of disturbance or critical activity.~~

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III. DEFINITIONS:

Critical Incident: Usually a critical incident will meet the following criteria:

- A. An employee, inmate, volunteer, or visitor has died or sustained serious injury
- B. Occurred on property of the Arkansas Department of Correction
- C. Occurred while being transported in a vehicle operated by ADC staff or inmate
- D. The event is not associated with known criminal actions or rule violations by staff
- E. Questions exist regarding response to the event or prevention of similar events.

However, any incident to which the Director wishes to apply this procedure will be considered a critical incident.

Critical Incident Review Committee: A committee of ADC staff appointed by the Director drawing normally from the following areas:

- ~~A.~~ Emergency Preparedness Coordinator
- ~~B.~~ Internal Affairs
- ~~C.~~ Warden/Center Supervisor or Assistant Warden
- ~~D.~~ Medical Services
- ~~E.~~ Mental Health Services
- ~~E.F.~~ Other staff as deemed appropriate by the Director.

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IV. **PROCEDURE:**

- A. The Director shall use his/her discretion in ordering a Critical Incident Review. The Director may review requests for Critical Incident Reviews originating from Administrators, Wardens and Center Supervisors and forwarded through the appropriate Deputy/Assistant Directors.
- B. If the Director determines that the facts warrant a Critical Incident Review, the Director will select and notify the individuals to be on the Critical Incident Review Committee. The Director will also advise the Management Team that a Critical Incident has been authorized.
- C. The Critical Incident Review Committee, acting under the authority of the Director, will conduct such interviews and gather such documentation as necessary to determine the facts related to the incident.
- D. Should the Critical Incident Review Committee have good cause to suspect that criminal activity has occurred, the Administrator of Internal Affairs will be immediately notified, and the Director will make a determination as to whether to continue the Critical Incident Review or refer the matter to the State Police or Internal Affairs for Investigation.
- E. The Critical Incident Review Committee will usually finish its work within 45 days, and the Chair will cause a report to be written which outlines the facts and recommendations.

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Should additional time be needed, the Chair will notify the Director and provide an expected completion date.

- F. Copies of all records and tapes of interviews from which the facts and recommendations have been drawn will be retained by Internal Affairs. A copy of the summary and recommendations will be forwarded to the Deputy/Assistant Director who originally requested the Critical Incident Review and the Emergency Preparedness Coordinator. The Deputy/Assistant Director and the Emergency Preparedness Coordinator will work with staff to develop an action plan and make any changes warranted to the Emergency Preparedness Plan.
- G. The summary, recommendations and action plan will be made known to the Management Team for review and to determine the feasibility of implementation. The Director will set a review date to ensure that recommendations approved by the Management Team are implemented in the designated time frame.
- H. Portions of this review may be considered performance evaluation records when describing individual employee actions.

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