



SCDC POLICY/PROCEDURE

NUMBER: OP-22.25

TITLE: REPORTING INCIDENTS AND ACCIDENTS (MANAGEMENT INFORMATION NOTES) (MINS) AND OTHER METHODS OF REPORTING

ISSUE DATE: MAY 1, 2004

RESPONSIBLE AUTHORITY: *DIVISION OF OPERATIONS*

OPERATIONS MANUAL: OPERATIONS

SUPERSEDES: OP-22.25 (January 1, 2003)

RELEVANT SCDC FORMS/SUPPLIES: 13-51

ACA/CAC STANDARDS: 4-ACRS-2A-09, 3-4019, 3-4176

STATE/FEDERAL STATUTES: NONE

THE INFORMATION CONTAINED HEREIN SHOULD NOT BE INTERPRETED TO SATISFY OTHER REPORTING REQUIREMENTS WHICH MAY BE SPECIFIED ELSEWHERE IN OTHER AGENCY POLICIES/PROCEDURES.

PURPOSE: To outline general guidelines for the prompt and efficient distribution of information concerning incidents and accidents to designated SCDC staff.

POLICY STATEMENT: In an effort to promote effective communications within the Agency, an automated system will be utilized for the prompt and efficient transmission of information concerning incidents, events, and accidents to designated Agency staff. The automated MINS reporting system will be designed to automatically route MINS to designated SCDC employees depending upon the severity/seriousness of the incident/accident being reported. Under no circumstances will unauthorized creators or reviewers/routers be allowed access to the automated MINS system. (4-ACRS-2A-09, 3-4176)

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1. RESPONSIBILITY/DESIGNATION:

1.1 The Agency Director's Staff members and all Wardens will be responsible for identifying those employees in their respective divisions and institutions who will enter MINS into the CRT. At the institutional level, these

individuals WILL BE shift supervisors or above. (Exception: At Level 1A institutions, the Warden may designate Corporals to enter MINs.)

1.2 Each Agency Director's Staff member and Warden will be responsible for ensuring that all appropriate personnel in his/her divisions or institution are adequately trained to enter MINs into the CRT system and that they each have a current MIN Users Manual. Each Agency Director's Staff member or Warden will also:

1.2.1 ensure that all designated staff have the necessary CRT access capabilities by submitting SCDC Form 13-51, "MIN User Access/Change Request," and denoting that the individual will serve as a creator for MINs automation; and

1.2.2 at the institutional level, ensure that all appropriate Duty Wardens and, at the Director's Staff member level, ensure that designated staff have the necessary access capabilities by submitting SCDC Form 13-51, "MIN User Access/Change Request," and denoting that the individuals will serve as reviewers/routers for MINs automation.

2. REPORTING:

2.1 All significant incidents, events, and/or accidents at SCDC facilities, at the Broad River Complex, or other SCDC locations, or involving SCDC vehicles and/or employees during their work time will be entered into the CRT system as a MIN. The significant incident, event, or accident(s) will be automated as a MIN by a designated creator as soon as possible after the incident/accident/event occurs. (NOTE: MINs must be entered into the CRT immediately following an incident as soon as is feasible.) All MINs will include a concise description of the significant incident, event, or accident, to include the basic reporting elements, i.e., when, where, who, what, why, and how. These elements **MUST** include:

2.1.1 Date and time of incident;

2.1.2 Person submitting the MIN, i.e., individual who observes/documents the incident;

2.1.3 Codes denoting the type of incidents (see [Attachment #1](#));

2.1.4 Location where incident occurred (see [Attachment #2](#));

2.1.5 SCDC number(s) (if inmate(s) are involved);

2.1.6 Job title(s) and location (if employee[s]); (NOTE: Contract employees should be denoted as such in the text.)

2.1.7 Race, sex, and age (if inmate[s]);

2.1.8 Institutional assignment;

2.1.9 SCDC vehicle number (if vehicle involved);

2.1.10 Concise factual description of the incident/accident, including steps taken to aid the inmate and/or employee involved; and/or

2.1.11 Any additional pertinent information.

NOTE: Large amounts of aerosol gas usage should be explained in detail.

2.2 **ALL** appropriate codes for each incident, event, or accident **MUST** be entered in the CRT in order for the MIN to be distributed by the predetermined groups for code distribution. (See [Attachment #1](#).)

2.3 After all pertinent information has been entered into the CRT, the MIN will be routed for final review, edit (if necessary), and distribution.

2.4 The Agency Director's Staff member or Warden group will review the MIN for accuracy and determine whether it should be maintained at the Agency Director's Staff member's office, or at the institution for information only; or distributed automatically by the predetermined codes. (See [Attachment #1](#).)

2.5 Occasionally, some MINs will contain information and/or be of such a sensitive nature that normal distribution will not be advisable. At the institutional level, responsibility for making this determination will rest with the Warden. At the Agency Director's Staff member level, responsibility for making this determination will

rest with the appropriate Agency Director's Staff member. However, a few typical situations wherein distribution of a MIN should be limited are:

2.5.1 when premature, widespread distribution might interfere with an incomplete investigation;

2.5.2 where the next of kin of a critically or fatally injured employee or inmate has not been notified;

2.5.3 where the nature and circumstances surrounding a sexual assault reflect a need for victim anonymity;

2.5.4 where minors are involved;

2.5.5 where there is an employee arrest or alleged criminal activity and/or serious misconduct by an employee even when there is no known direct relationship to SCDC, an institution, inmates, or other SCDC employees; (**NOTE:** The names of confidential informants will **NOT** be included in MINs.)

2.5.6 where death or illness/injury are involved, the cause of death or medical diagnosis for inmates or employees will **NOT** be included in MINs; and

2.5.7 where drug tests are given to employees as directed by the Agency Employee Drug Testing Coordinator. (Note: The results, whether negative or positive, will **NOT** be included in MINs.)

2.6 If it is determined that an error has been made in the coding of a MIN, a request will be submitted through the ***Division Director of Operations*** or Agency Director's Staff member to the Division Director of Resource Information Management, explaining the discrepancy and indicating the correction needed for accuracy.

3. OTHER NOTIFICATION:

3.1 At the Agency Director's Staff member level, designated central office employees will immediately notify their appropriate Agency Director's Staff member on all matters of extreme urgency or seriousness. At the institutional level, Duty Wardens will immediately notify the ***Division Director of Operations*** on all matters of extreme urgency or seriousness. These notifications are to be made personally (or by telephone) by the responsible Division Director or Warden's designee. They will precede, and be in addition to, the automated MIN. (**NOTE:** This contact does not eliminate the requirement for notifying the EAC pursuant to SCDC Policy/Procedure OP-22.22, "Emergency Action Center (EAC).")

3.2 The individuals denoted in the predetermined distribution groups who are to receive specific MINs due to their nature and/or severity must be kept updated (additions/deletions) by the appropriate supervising authority, i.e., Agency Director, Agency Director's Staff member, Division Director. Requests for changes to these distribution groups must be submitted, in writing, to the ***Division Director of Operations*** who will approve or disapprove the request based upon a legitimate need to know for job relevance.

4. OTHER METHODS OF REPORTING INSTITUTIONAL ACTIVITIES:

4.1 Correctional staff will use a bound log book in order to permanently record routine information, emergency situations, and unusual incidents. These log books will be retained in accordance with the Agency's Retention Schedule. Correctional staff will also ensure that shift reports are prepared. (4-ACRS-2A-09, 3-4176)

4.2 Each Warden will be responsible for reporting monthly statistical data regarding the institution by submitting SCDC Form 19-36, "Monthly Management Information Report." This report is to be forwarded to the ***Division Director of Operations*** no later than the second Friday of the following month. (3-4019)

4.3 The Warden's monthly inspection using SCDC Form 19-89, "SCDC Inspection Report," will be used to document staff and inmate morale. These inspections are due to the ***Division Director of Operations*** no later

than five (5) working days after the end of the month. The *Division Director of Operations* will review these reports.

5. DEFINITIONS:

Code refers to the designated numbers which have been set up to denote the type of incident, event, or accident which has taken place. (See [Attachment #1](#) for types of MINs and [Attachment #2](#) for locations of MINs in SCDC Policy/Procedure OP-22.25). (**NOTE:** Code lists may be updated periodically and will be distributed or information disseminated to appropriate personnel as necessary.)

Creator refers to a shift supervisor/designee or, for an office/division, an employee who will be authorized and trained to enter MINs into the CRT immediately (as soon as feasible) following an incident/accident or **event**.

Management Information Note (MIN) refers to a significant incident, accident, or event which necessitates that an IMMEDIATE report (generated by the CRT) must be made to the next higher authority. (4-ACRS-2A-09, 3-4176)

MIN Users Manual refers to the guidelines developed by Resource and Information Management staff which provide step-by-step instructions for entering and routing MINs in the automated CRT system.

Reviewer/Router refers to the Warden and Duty Wardens as authorized by their respective Warden, Division Director or designee, and Agency Director's Staff member or designee who will be trained to review, edit, and/or determine whether MINs should be maintained at the facility, office, or division only, or distributed appropriately.

Warden Group/Duty Warden refers to the Warden or the on-duty official at a facility.

Work Time refers to hours when an employee is actually on duty whether working on or off SCDC property.

SIGNATURE ON FILE

Jon E. Ozmint, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT.

ATTACHMENT #1

SCDC OFFENDER MANAGEMENT SYSTEM VALID MIN INCIDENT CODES

CODE DESCRIPTION

0100 DEATH
0200 ARREST
0250 ESCAPE
0300 ESCAPE ATTEMPT
0400 THEFT
0500 LOST/MISSING ITEMS
0600 SUICIDE ATTEMPT/SELF-INFLICTED
0700 SUICIDE THREAT
0750 BOMB THREAT
0800 DISTURBANCE
0900 WORK STOPPAGE
0910 INMATE COUNT
1000 FIGHTING
1050 USE OF FORCE

1100 ASSAULT I/M ON I/M W/WEAPON
1200 ASSAULT I/M ON I/M WO/WEAPON
1210 I/M ON EMPLOYEE - THROWN OBJECT
1220 I/M ON EMPLOYEE - THROWN BODY SUBSTANCE
1300 ASSAULT I/M ON EMPLOYEE W/WEAPON
1400 ASSAULT I/M ON EMPLOYEE WO/WEAPON
1500 ASSAULT I/M ON OTHER PERSON W/WEAPON
1600 ASSAULT I/M ON OTHER PERSON WO/WEAPON
1700 THREATENING CONDUCT
1800 REFUSAL TO OBEY DIRECT ORDER
1900 HOSTAGE TAKING
2000 DISCHARGING FIREARM
2100 DISCHARGING AEROSOL GAS
2200 BREAK-IN ATTEMPT
2300 PROPERTY DAMAGE/LOSS
2400 PHYSICAL ABUSE
2500 VEHICLE
2600 VEHICLE MOVING VIOLATION
2700 VEHICLE FARM/UTILITY
2800 VEHICLE ACCIDENT
2900 INJURY- MINOR
2910 INJURY - MAJOR
3000 MEDICAL/MENTAL HEALTH
3100 FIRE
3200 NATURAL DISASTER
3300 LOSS OF UTILITY/SECURITY SYSTEM(S)
3400 LOCK DOWN
3450 DRUG INTERDICTION
3500 SHAKEDOWN/RRT
3550 MAIL CONFISCATED DUE TO CONTRABAND
3600 CONTRABAND (UNAUTHORIZED PROPERTY)
3601 CONTRABAND - CONFISCATED MONIES
3602 CONTRABAND - MARIJUANA
3603 CONTRABAND - HOMEMADE ALCOHOLIC BEVERAGE
3604 CONTRABAND - WEAPONS
3605 CONTRABAND - OTHER DRUGS
3606 GANG ACTIVITY/STG
3607 CONTRABAND/TATTOO PARAPHERNALIA
3700 STATE PROPERTY
3800 PERSONAL PROPERTY
3900 NON-SCDC SERVICE RESPONSE
3910 USE OF BLOOD HOUNDS
4000 SECURITY ITEMS/EQUIPMENT
5000 REIMBURSABLE COSTS
7000 DESIGNATED FACILITY MINs

ATTACHMENT #2

**SCDC OFFENDER MANAGEMENT SYSTEM
MIN LOCATION CODES**

CODE DESCRIPTION

06 RECEIVING UNIT (R&E)
07 SMU

08 PC AREA
11 GPH
13 RECREATION - LOCK-UP
14 RECREATION - GENERAL
15 YARD
16 VISITING AREA
17 CAFETERIA
18 INDUSTRIES
19 LIBRARY
20 EDUCATION
21 MEDICAL/DENTAL
22 SHAKEDOWN ROOM
23 CHAPEL
24 ADMIN. BLDG.
28 MULTI-PURPOSE BLDG.
29 BARBER SHOP
30 GREENHOUSE - HORTICULTURE
31 FARM/GARDEN
32 CANTEEN
33 ROOF
34 OFF INST. PROPERTY
35 OTHER
36 BTU
37 MINIMUM LIVING AREA
38 MEDIUM LIVING AREA
39 CLOSE LIVING AREA
40 INSTITUTION PERIMETER
41 FRONT GATE
42 WORK PROGRAM SITE (OFF PROPERTY)
43 LABOR CREW JOB SITE (OFF PROPERTY)