

DEPARTMENT OF CORRECTION  	<b>POLICY MANUAL</b>	<b>POLICY NUMBER:</b> 125	<b>PAGE NUMBER:</b> 1 of 2
		<b>SUBJECT:</b>  Investigation of Escapes, Serious Crimes, Serious Injury, or Deaths	Adopted: 12/82 Reformatted: 01-2001

### **01.00.00. POLICY OF THE DEPARTMENT**

The Administrators of the various divisions are responsible to see that an investigation is conducted when the following acts occur (1) escape, (2) serious crime, (3) serious injury, and (4) death.

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### **03.00.00. REFERENCES**

### **04.00.00. DEFINITIONS**

Serious Crime: Any misconduct that may constitute the commission of a felony.

Serious Injury: Any injury that requires medical staff attention and overnight hospitalization.

### **05.00.00. PROCEDURE**

#### **05.01.00. Division Administrator**

Each division administrator will conduct an investigation of every escape, serious crime, death or serious injury and a written report will be completed.

Each incident will be evaluated by the Division Administrator before forwarding to the Director to see if policy and procedure was followed and/or if changes need to be made in existing policy and procedure. The report should include action taken or action contemplated by the administrator. The report will be received by the director no later than two weeks after the incident.

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**05.02.00. Director**

The director may convene a formal serious incident review panel if he deems the situation warrants it and more information is needed.

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Director, Department of Correction

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