



## 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-24-09, 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

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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)