

<p style="text-align: center;"><b>POLICY OF</b></p> <p style="text-align: center;"><b>STATE OF DELAWARE</b></p> <p style="text-align: center;"><b>DEPARTMENT OF CORRECTION</b></p>	<p><b>POLICY NUMBER</b></p> <p><b>8.29</b></p>	<p><b>PAGE NUMBER</b></p> <p><b>1 of 1</b></p>
	<p><b>RELATED ACA STANDARDS:</b></p> <p>2-CO-1A-17</p>	
<p><b>CHAPTER: 8 ADMINISTRATION</b></p>	<p><b>SUBJECT: STANDARDIZED</b></p> <p><b>CRIME REPORTING PROCESS</b></p>	
<p><b>APPROVED BY THE COMMISSIONER AND</b></p> <p><b>EFFECTIVE THIS DATE:</b></p>		
		
<p><b>APPROVED FOR PUBLIC RELEASE</b></p>		

**I. AUTHORITY:** 11 *Del. C.* § 6517, § 6561, § 8501, § 8507.

**II. PURPOSE:** To establish a standardized crime reporting process.

**III. APPLICABILITY:** All Department employees, volunteers, persons or organizations conducting business with the Department.

**IV. DEFINITIONS:**

- A. Director of Internal Affairs - Section Manager of the Office of Internal Affairs.
- B. Criminal Offense - Any violation of any Federal, State or local law or ordinance.

**V. POLICY:** It is the policy of the Department of Correction to establish and maintain a standardized process for reporting all criminal offenses occurring within the facilities of the Department.

Bureau Chiefs, the Director of Internal Affairs, and other staff as designated by the Commissioner, shall be responsible for developing the standardized process and procedures to implement this policy.

These procedures must include, but not be limited, to the following:

- A. Clearly defined chain of command for reporting.
- B. Legally acceptable and appropriate preservation of crime scene.
- C. Identification, collection, and preservation of evidence.
- D. Training in criminal investigation and investigative report writing.
- E. Authority levels for determining prosecution.

All crimes determined to have been committed by employees of the Department of Correction shall be referred to the Delaware Department of Justice for prosecution. Resignation in lieu of prosecution shall not be permitted without the approval of the Commissioner.

Crimes of violence by inmates against employees shall be referred for prosecution unless the responsible warden declines to pursue the matter, after consultation with Internal Affairs, the employee/victim and union representative, if applicable.