

<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 style="text-align: center;"><b>POLICY NUMBER</b></p> <p style="text-align: center;">8.8</p>	<p style="text-align: center;"><b>PAGE NUMBER</b></p> <p style="text-align: center;">1 of 1</p>
<p><b>CHAPTER: 8 Administration</b></p>	<p><b>RELATED ACA STANDARDS:</b></p> <p>2-CO-1C-05</p> <p><b>SUBJECT:</b></p> <p><b>EXCEPTIONAL INCIDENT REPORTING</b></p>	
<p><b>APPROVED BY THE COMMISSIONER AND</b>  <b>EFFECTIVE THIS DATE:</b></p>		
<p style="text-align: right;"> 6/29/15</p> <p><b>APPROVED FOR PUBLIC RELEASE</b></p>		

- I. **AUTHORITY:** 11 *Del. C.* §6517, 29 *Del. C.* §8903
- II. **PURPOSE:** To establish and use a standardized method for reporting exceptional incidents.
- III. **APPLICABILITY:** All Department employees, volunteers, persons or organizations conducting business with the Department.
- IV. **DEFINITIONS:** Exceptional/extraordinary Incidents – Situation, action or occurrence either beyond or in violation of routine operations or procedure
- V. **POLICY:** It is the policy of the Department of Correction to utilize a standardized method for reporting exceptional and/or extraordinary incidents.

The Commissioner, and designated staff, shall be responsible for developing an incident reporting system to direct administrative attention to current/potential problem areas and/or areas of particular success. This system should establish a Department-wide format and procedure for use in each bureau/section. Bureau Chiefs/Section Managers shall be responsible for developing procedures to implement the standardized incident reporting system. Included in these procedures will be the requirement that all incidents resulting in physical harm to or threaten the safety of any person in the Department, or that threaten the security of a facility shall also be reported to the appropriate bureau chief/section manager and the Commissioner. This will be done in a time-frame identified by each Bureau, but not to exceed twenty-four hours.