

5120-9-24 **Incident reporting and investigation.**

- (A) The warden or designee shall promptly report to the director or designee incidents which seriously threaten the health, safety and or security of a person or institution, including those incidents that might have external ramifications or news media interest.
- (B) A written report of such incidents shall be forwarded to the director or designee no later than the next business day. The written report shall include the institution name, the nature of the incident, date and time of incident, a brief summary of the incident, action taken in response to incident and the names and relevant information regarding each inmate and/or staff member involved. Additional investigation shall be conducted, as necessary, at the direction of the warden or the director or designee.
- (C) Incidents that may involve the commission of a criminal offense shall be reported to the Ohio State Highway Patrol for their review. When the Ohio State Highway Patrol opens a criminal investigation related to the actions of an inmate or staff member, the institutional investigator shall provide such assistance as is necessary and appropriate. An administrative investigation and subsequent administrative action, including disciplinary action against an employee or inmate, may proceed to the extent it does not interfere with the criminal investigation.

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Certification

Date

Reginald Q. Wilkinson

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