



Department of Corrections and Rehabilitation
NOTICE OF CHANGE
TO DEPARTMENT OPERATIONS MANUAL

SUBJECT: Chapter 4, Article 33
Incident Reports Database

Transmittal Letter Number:

15-07

Revision Date:

April 13, 2015

The purpose of this document is to provide all Department Operations Manual (DOM) holders with information regarding the attached amendment to Chapter 4, Article 33 Incident Reports Database. This revision was prepared by the Enterprise Information Services (EIS) in coordination with the Regulation and Policy Management Branch (RPMB).

Revisions to this article are necessary to align with Senate Bill 1021 (Stats. 2012, Ch. 41) which amended the Welfare and Institutions Code for the phasing out and termination of the Civil Addict Program by April 1, 2014.

Due to termination of the Civil Addict Program, language contained in DOM Chapter 4, Article 33 referring to Civil Addict is rescinded. RPMB in coordination with designated programs is in the process of revising the DOM to remove the language of Civil Addict in order to align with the phasing out and termination of the Civil Addict Program. As each organization completes its review of and revisions to its DOM policies that reference the old Civil Addict Program, a Notice of Change to DOM will be published announcing the revisions.

Please inform all persons concerned regarding the contents of this notice. If you have any questions, please contact Russell J. Nichols, EIS at (916) 358-2312.

Original signed by:

RUSSELL J. NICHOLS
Director
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CHAPTER 4 — INFORMATION TECHNOLOGY
ARTICLE 33 — INCIDENT REPORTS DATABASE
Revised April 16, 1993

47060.1 Policy

Revised April 13, 2015

It is the policy of the Department to provide statistical information on all reportable incidents within California's correctional facilities that involve felons. DOM 51030 defines incidents required to be reported to The Director.

(Section 47060.2 is unchanged but shown for reference)

47060.2 Purpose

The purpose of this policy is to establish and fix responsibility and accountability for the management of this system.

47060.3 Responsibility

Revised April 13, 2015

Overall responsibility for the incident reports database (e.g., security, data integrity, QA, QC) lies with the Director of EIS. Delegated responsibility resides with OISB. TSS within OISB is responsible for receiving, analyzing, and coding all reportable incidents; entering the incidents into the database; maintaining incident reports; and ensuring incident reports data base QC.

The Estimates and Statistical Analysis Section of OISB is responsible for the creation of statistical summary reports, annual and quarterly publications, and ad hoc requests.

(Sections 47060.4 through 47060.6 are unchanged)