

STANDARD OPERATING PROCEDURE SERIOUS INCIDENT REPORTS

PURPOSE: To establish procedures for reporting a serious incident and the distribution of Serious Incident Reports.

REFERENCE: DoDEA Regulation 4700.2, *Department of Defense Education Activity Internal Physical Security*, 27 March 2001

RESPONSIBILITIES: All personnel assigned to the Isles District and Isles District schools must ensure compliance with this Standard Operating Procedure (SOP). Principals have the direct responsibility to ensure DoDDS leadership is informed when a serious incident occurs within their school; this includes initial and all follow-on reporting of the serious incident.

PROCEDURES:

1. Types of Incidents. Reportable serious incidents should consist primarily of alleged or suspected crimes versus lesser school misconduct or prohibited items issues. As defined above and listed below, when serious incidents occur, the school administrative team member will make immediate telephonic or email notification to the applicable individual(s) in the DoDDS Isles District offices as detailed. Incidents include, but are not limited to:

1.1. Drug Alcohol Offenses

1.1.1. Use of Drugs/Alcohol

1.1.2. Possession of Drugs

1.1.3. Possession of Alcohol

1.1.4. Possession of Drug Paraphernalia

1.1.5. Possession of Drugs/Alcohol for Sale

1.1.6. Sale and/or Furnishing of Drugs/Alcohol)

1.1.7. "Other" Drug/Alcohol Offenses

1.2. Crimes Against Persons

1.2.1. Battery

- 1.2.2. Assault with a Deadly Weapon
- 1.2.3. Homicide
- 1.2.4. Robbery/Extortion
- 1.2.5. Sex Offenses
- 1.2.6. “Other” Crimes Against Persons
- 1.3. Crimes Against Property
 - 1.3.1. Personal Property Theft (over \$100 loss)
 - 1.3.2. Government Accountable Property Theft (generally, bar-coded property)
 - 1.3.3. Vandalism (over \$500 loss)
 - 1.3.4. Graffiti (over \$500 loss)
 - 1.3.5. Arson
 - 1.3.6. Burglary
 - 1.3.7. “Other” Crimes Against Property
- 1.4. Security Threats (Affecting the school, staff, students, or operations)
 - 1.4.1. Bomb Threat
 - 1.4.2. Force Protection Issues (suspicious or actual surveillance or activity posing a threat/potential threat to staff, students, or school operations)
 - 1.4.3. Threats of Extreme Violence (written, verbal, internal or external, by student or others)
 - 1.4.4. “Other” Security Threats
- 1.5. Other Incidents
 - 1.5.1. Destructive/Explosive Devices
 - 1.5.2. Loitering/Trespassing
 - 1.5.3. Possession of an Actual Firearm

1.5.4. Possession of “Other” Weapon (Report knife with 3 inch blade or lock-in-place blade/razor of any length, BB/Pellet guns or realistic “replica” guns, num-chucks, clubs, or other items possessed or used to inflict bodily harm. Whenever a question arises as to whether a device is a legally classified “weapon,” the supporting Command/Host law enforcement authority interpretation will prevail. Knives with blades less than 3 inches long are school prohibited items and should be reported via student information management systems for disciplinary statistics.)

1.5.5. Other (Any incident that the reporting official feels may be considered to be serious or sensitive enough to warrant a detailed report for the record. This would include incidents which may not fit comfortably within the categories listed above, but which may develop into incidents of negative media attention or other issues felt by the reporting official to warrant a report for the record.)

2. Reporting.

2.1. When serious incidents occur involving suspected crimes, as listed above, a telephonic notification requesting assistance and/or reporting the incident shall be made to the applicable law enforcement authorities immediately.

2.2. Time-sensitive serious incidents, involving suspected crimes, negative media/community attention, or other sensitive incidents should generate an immediate initial notification up-channel to higher management. For these initial, rapid internal notifications, an email text message describing the initial incident, with the information available, should be immediately forwarded as a minimum to the Isles District Superintendent, the Safety and Security Office, and to the Isles District Chief of Staff to provide rapid higher management notifications. A phone call should be used in addition to or instead of an email, to ensure the information has been received.

2.3. As a follow-up to these time-sensitive email notifications and for reports that are not time sensitive, DoDEA Form 4705, *DoDEA Serious Incident Report (SIR)*, will be completed within 5 working days and sent via email (as an attachment) to the individuals listed below:

2.3.1. District Safety and Security Officers at Isles-SafetyandSecurity@eu.dodea.edu

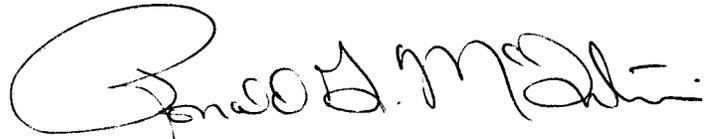
2.3.2. District Chief of Staff (by name)

2.3.3. District Superintendent (by name)

2.4. The Isles District Safety and Security Officer will review the DoDEA Form 4705 for accuracy and forward the finished report to the DoDDS-Europe Safety and Security Office. The DoDDS-Europe Safety and Security Office will review the DoDEA Form 4705 before forwarding the report to the DoDEA Safety and Security Office.

2.5. Instructions on how to fill out, save, and email the completed DoDEA Form 4705 are found in the DoDDS-Europe *Users Guide for Serious Incident Reports (SIR)*, August 2001. For

a copy of this guide, contact one of the Isles District Safety & Security Officers.

A handwritten signature in black ink, appearing to read "Ronald G. McIntire". The signature is fluid and cursive, with a large initial "R" and "M".

DR. RONALD G. MCINTIRE
Superintendent

Attachment:

DoDEA Form 4705, DoDDS-E Version, April 2001

(Note: The following copy is for information only. Use the Microsoft Word version when submitting SIRs.)

DoDEA SERIOUS INCIDENT REPORT

Area	District:	School Name:
Name of Report Preparer:		Position:
Date of Incident:	<small>(MM/DD/YY)</small>	Time of Incident:
		<small>(HH:MM am/pm)</small>
Incident Occurred:	<input type="checkbox"/> On School Grounds	<input type="checkbox"/> Off School Grounds (Enroute to or from school or while at a school sponsored activity)

Type of Incident
(Refer to DR 4700.2, Enclosure 1, Definitions)

Drug/Alcohol Offenses

- Use of Drugs/Alcohol
- Possession of Drugs
- Possession of Alcohol
- Possession of Drug Paraphernalia
- Possession of Drugs/Alcohol for Sale
- Sale and/or Furnishing of Drugs/Alcohol
- "Other" Drug/Alcohol Offenses

Crimes Against Persons

- Battery
- Assault with a Deadly Weapon
- Homicide
- Robbery/Extortion
- Sex Offenses
- "Other" Crimes Against Persons

Crimes Against Property

- Personal Property Theft (over \$100 loss)
- Govt. Accountable Property Theft (generally, bar-coded property)
- Vandalism (over \$500 loss)
- Graffiti (over \$500 loss)
- Arson
- Burglary
- "Other" Crimes Against Property

Security Threats (Affecting School, Staff, Students, or Operations)

- Bomb Threat
- Force Protection Issues (i.e., suspected surveillance or other suspicious or actual activity constituting a threat or potential threat to students, staff, or operations)
- Threats of Extreme Violence (i.e., written, verbal, internal or external, by students or others)
- "Other Security Threats"

Other Incidents

- Destructive/Explosive Devices
- Loitering/Trespassing
- Possession of an Actual Firearm
- Possession of "Other" Weapon (i.e., report knife with 3 inch blade or lock-in-place blade/razor of any length, BB/Pellet guns or realistic "replica" guns, nun-chucks, clubs, and other items possessed or used to inflict bodily harm. Whenever a question arises as to whether a device is a legally classified "weapon," the supporting Command/host law enforcement authority interpretation will prevail.)
- Other (Use this area to record those incidents which do not fit comfortably within the categories listed above, but which may develop into incidents of negative media attention or other issues felt by the reporting official to warrant a report for the record.)

<u>Participants</u> (List name as Last, First, MI) <small>(Continue in "Details of Incident" Below, if Needed)</small>	<u>Gender</u>		<u>Age</u>	<u>Grade</u>	<u>Status</u>		
	M	F			Subject	Victim	Witness
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notifications: Police District Area DoDEA HQ

Police Responded? Yes No Police Investigating? Yes No

Notification made/coordinated by: _____

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(When filled in)

DoDEA SERIOUS INCIDENT REPORT			
Area	District:	School Name:	
Name of Report Preparer:		Position:	
Date of Incident:	(MM/DD/YY)	Time of Incident:	(HH:MM am/pm)
<u>Details of Incident</u>			
<i>Describe in detail what occurred. State who, what, when, where, and how, extent of any monetary loss, details of any weapon, etc.:</i>			

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DoDDS-E Version
DoDEA Form 4705
Apr-01