



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ARMY CORRECTIONS COMMAND
150 ARMY PENTAGON
WASHINGTON DC 20310-0150

DAPM-ACC

POLICY LETTER #3

DEC 2 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: ACC Policy Letter #3, Commander's Critical Information Requirements (CCIR)

1. REFERENCES. Army Regulation 190-45, Law Enforcement Reporting
2. PURPOSE. To establish policy in order that commanders at all levels are kept informed of incidents in their units. As a general rule, report all serious incidents involving Soldiers, DA civilians, and the safety and security of any facility under control of ACC.

3. POLICY.

a. The following incidents require immediate telephonic notification (wake-up criteria), followed by an emailed executive summary (EXSUM) of the incident. Commanders and staff within Army Corrections System (ACS) will notify the ACC Commander, ACC Deputy, and ACC Command Sergeant Major (CSM). If the reported incident continues to affect normal operations, follow-on reports will be provided until normal operations resume. Follow-up reports will be provided no less than every 24 hours or as otherwise requested by ACC Operations Division.

- (1) Any Soldier, DA civilian, or prisoner who suffers a serious injury, or death at an ACS facility
- (2) Escape attempts / missing prisoner
- (3) Hostage incident / barricaded prisoner
- (4) Any discharge of a weapon, whether authorized or unauthorized
- (5) Lost, stolen or missing sensitive items, ammunition, classified information or high-value items
- (6) Fire
- (7) Natural disaster that impacts routine Corrections operations
- (8) Riot/significant disturbance requiring use of force beyond FCMT
- (9) Any situation, out of the ordinary, that requires inmates to be locked down, e.g., mass disobedience

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b. The following incidents will be reported via an e-mailed EXSUM to the ACC Commander, ACC Deputy, ACC CSM, and ACC OPS, with telephonic follow-up the next duty day. If the reported incident continues to affect normal operations, follow-on reports will be provided until normal operations resume. Follow-up reports will be provided no less than every 24 hours or as otherwise requested by ACC Operations Division.

(1) Soldiers (assigned, TRO or shared ADCON) charged with felony-level crimes

(2) Any incident likely to result in media interest/coverage

(3) Inquiry/request for contact from Congressional delegations, action officers from the Joint Staff/OSD, and contact from GOs/SES (other than installation level interaction)

(4) Inclement weather, loss of public utilities or other perils which disrupt the daily operation

(5) Inmate on staff assault that requires the staff member to be treated by medical personnel or results in the loss of duty days

(6) Suicide attempt by staff member or inmate

(7) Bomb threat

c. In accordance with AR 190-45, category 1 and 2 serious incidents are reportable to HQDA.

4. RESPONSIBILITIES. Commanders, directors and staff officers are responsible for making proper notifications of incidents as stated above and will remain sensitive to reporting this type of information. Commanders will submit to ACC OPS an EXSUM of the incident within 12 hours of the incident. Attached is an example and format to use to prepare the EXSUM of the incident.

5. EFFECTIVE. This policy is effective on the date of this memorandum and supersedes previous Policy Letter #3, dated 30 Jan 2009. It will be reviewed annually and updated as required.

6. The proponent for this policy letter is PP Operations Division Chief, 703-428-7692.

PP

Encl
Example EXSUM

COL, MP
Commanding

DISTRIBUTION:
REGIONAL DIRECTOR, Army Corrections Command - Europe
REGIONAL DIRECTOR, Army Corrections Command - Korea
REGIONAL DIRECTOR, Army Corrections Command - JBLM
COMMANDANT, U.S. Disciplinary Barracks

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COMMANDER, Midwest Joint Regional Correctional Facility

COMMANDER, U.S. Army Regional Correctional Facility-JBLM

COMMANDER, U.S. Army Regional Correctional Facility-Germany

COMMANDER, U.S. Army Regional Correctional Facility-Korea

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EXECUTIVE SUMMARY

DD Month YYYY

(U) Prisoner Disturbance at USARCF-Name. (U) Office Symbol. At DTG, a disturbance occurred at the USARCF-Name when Prisoner First Last Name, a prisoner in disciplinary segregation, disabled his cell door by knocking it off track. The Tier NCO secured the segregation area to prevent escape from the facility. Prisoner Name then manually opened other segregation cell doors using a gang lock tool. The facility response force entered the segregation area at XXXX and secured the seven prisoners that refused to return to their cells. Several prisoners were combative, requiring the response force to use OC pepper spray. No guards or prisoners were seriously injured and property damage was minor. Investigation continues to determine how Prisoner Name was able to open the cell door.

Prepared by: MAJ Name/Office Symbol/555-123-4567
Approved by: COL Name/Office Symbol/888-678-0123

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Encl to ACC Policy/Let
CCIR