

## **STANDARD OPERATING PROCEDURE SERIOUS INCIDENT REPORT**

**PURPOSE:** To establish procedures for reporting a serious incident and to provide guidance as to the distribution of Serious Incident Reports.

**REFERENCE:** DoDEA Regulation 4700.2, *Department of Defense Education Activity Internal Physical Security*, 27 March 2001 and *DoDDS-Europe User's Guide for Serious Incident Reports (SIR)*.

**APPLICABILITY:** This guidance applies to all district personnel with responsibility for informing the appropriate officials of reportable incidents or significant events. Principals have direct responsibility for ensuring compliance for school reporting including initial and follow-on reporting to ensure that appropriate DoDDS officials are informed of serious incidents occurring within their area of responsibility.

**REPORTABLE SERIOUS INCIDENT REPORTS:** Serious incidents are alleged or suspected offenses or occurrences that are generally criminal in nature or likely to cause negative media attention. Reportable serious incidents include drug and alcohol offenses, crimes against persons, crimes against property, security threats and other incidents especially those that are like to attract negative media attention. All serious incidents involving alleged or suspected crimes must be reported. When these reportable serious incidents occur, the school administrative team member will immediately notify the applicable individual(s) via telephone or e-mail. Serious incidents include, but are not limited to:

### **Drug/Alcohol-Related Offenses**

1. Drug/Alcohol Offenses
2. Use of Drugs/Alcohol
3. Possession of Drugs
4. Possession of Alcohol
5. Possession of Drug Paraphernalia
6. Possession of Drugs/Alcohol for Sale
7. Sale and/or Furnishing of Drugs/Alcohol
8. Other Drug/Alcohol Offenses

### **Crimes Against Persons**

1. Battery
2. Assault with a Deadly Weapon
3. Homicide
4. Robbery/Extortion
5. Sex Offenses
6. "Other" Crimes Against Persons

### **Crimes Against Property**

1. Personal Property Theft (over \$100 loss)
2. Government Accountable Property Theft (Generally, accountable property)
3. Vandalism (Over \$500 Loss)
4. Graffiti (over \$500 Damage)
5. Arson
6. Burglary
7. "Other" Crimes Against Property

### **Security Threats (Affecting the School, Staff, Students or Operation)**

1. Bomb Threat
2. Force Protection Issues (Suspicious or Actual Surveillance or Activity Posing a Threat to Staff, Students, or School Operations)
3. Threats of Extreme Violence (Written, Verbal, Internal or External, by Students or Others)
4. "Other" Security Threats

### **Other Incidents**

1. Destructive/Explosive Devices
2. Loitering/Trespassing
3. Possession of an Actual Firearm
4. Possession of "Other" Weapon (Report knife with three-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 three inches long are school prohibited items and should be reported via student information management systems for disciplinary statistic collection.)
5. Other (Any incident that the reporting official considers to be serious or sensitive enough to warrant a detailed report for the record. This would include incidents that may not fit within the categories listed above, but may develop into incidents of negative media attention or other issues believed by the reporting official to warrant a report for the record such as lewd, lascivious or other inappropriate behavior.)

## PROCEDURES:

1. When a serious incident occurs involving suspected crimes, as listed herein, a telephone notification requesting assistance and/or reporting the incident shall be made to the applicable law enforcement authorities immediately.
2. Time-sensitive serious incidents involving suspected crimes, negative media/community attention, or other sensitive incidents should generate an immediate initial notification to higher management authorities. For these initial, rapid, internal notifications, an e-mail text message describing the initial incident with the available information should be forwarded immediately to the Kaiserslautern District Superintendent's Office, Safety and Security Office, and Chief of Staff. A phone call should be used in addition to, or instead of an e-mail message to ensure that the information has been received.
3. As a follow-up to these time-sensitive notifications and for reports that are not time sensitive, DoDEA form 4705, *DoDEA Serious Incident Report (SIR)* must be completed (generally at the school level), attached to an e-mail message, and forwarded to the Kaiserslautern District Safety and Security Office ([kdso\\_safety-security@eu.dodea.edu](mailto:kdso_safety-security@eu.dodea.edu)), telephone, Comm: 0160-906-17456) and the Chief of Staff. The school must forward the initial report **within 24 hours of the incident with follow-up report within five days if further details are available or clarification is needed.**
4. The Kaiserslautern District Safety and Security Officer will review the DoDEA form 4705 for accuracy and completeness and distribute to the District Superintendent and Chief of Staff. The finished report will be forwarded to the DoDDS-Europe Safety and Security Office. The DoDDS-E Safety and Security Office will review the DoDEA form 4705 prior to forwarding the report to the DoDEA Safety and Security Office.
5. For instructions on how to fill out, save, and e-mail the completed DoDEA form 4705, refer to the DoDDS-Europe *User's Guide for Serious Incident Reports (SIR)*, August 2001. Copies of this guide are available from the District Safety and Security Office.

## CONTROLS:

1. Review of DoDEA form 4705.
2. Filing of reports within required timelines.

// original signed //

DR. DELL MCMULLEN  
Superintendent