

## GROUP VIOLENCE REDUCTION STRATEGY RESPONSE CHECKLIST

Location:	Date:
Shift Commander:	Time:

<b>For assault on a Department employee, contract staff, or volunteer, fight/assault with a weapon, and/or fight/assault involving 3 or more incarcerated individuals</b>				
Required Actions	Date task complete	Time task complete	Initial	N/A
1. Immediately place the unit(s) where the involved individuals are housed on lockdown/restricted movement				
2. Notify the following of the event: <ul style="list-style-type: none"> <li>• Facility Duty Officer</li> <li>• Intelligence and Investigations Unit (IIU) Duty Officer</li> <li>• Group Violence Reduction Committee member(s)</li> </ul>				
3. Assign site supervisor to begin distributing DOC 21-611 Associate List to affected units and program area personnel				
4. Provide checklist to and identify site supervisor to IIU Investigator and Group Violence Reduction Committee member(s) upon arrival				
5. Ensure the IIU Investigator and Group Violence Reduction Committee member(s) complete the following: <ul style="list-style-type: none"> <li>• Respond to the incident and:               <ul style="list-style-type: none"> <li>○ Identify perpetrators</li> <li>○ Assemble a team of employees from multiple shifts to identify close associates of the perpetrator(s) using DOC 21-611 Associate List</li> <li>○ Compile lists of each perpetrator's close associates for Superintendent/designee or Incident Commander review using DOC 21-616 Close Associate Recommendation</li> </ul> </li> <li>• Verify the Superintendent/designee or Shift Commander:               <ul style="list-style-type: none"> <li>○ Completes DOC 21-548 Notification of Restrictions for each perpetrator and close associate identifying the approved restriction(s)</li> </ul> </li> <li>• Ensure the perpetrator(s) and close associates are notified of the restriction(s) using DOC 21-548 Notification of Restrictions</li> <li>• Notify applicable unit and program employees of restrictions</li> <li>• Ensure restrictions are documented in the individual's electronic imaging file</li> </ul>				

