

CATEGORY "C" INCIDENTS

A CATEGORY "C" INCIDENT IS ONE WHICH :

Does not fall within Categories "A" or "B", BUT

Needs to be recorded as information relating to persons supervised by CSV; the staff or a facility or regional centre; or community issues, AND

Can be dealt with adequately at the facility or regional centre.

ALL SUCH INCIDENTS ARE TO BE REPORTED ACCORDING TO THE FOLLOWING PROCEDURE:

1. An incident report form is to be completed as soon as possible after the incident (and not later than completion of his/her duty) by the supervising officer who was at the scene, or who was in charge of the place where the incident happened. The reports flowing from the incident are to be based on that form.
2. Each Category "C" incident occurring during normal business hours is to be brought to the attention of the person in charge of the facility or Region (as appropriate) as soon as possible after the event. After hours incidents should be reported on the first working day after the incident or as outlined in the relevant manual of instructions.
3. The completed incident report form, with appropriate comments from the Superintendent/Manager, and a record of action taken subsequently, is to be retained on file at the facility at the discretion of the facility/regional manager.