


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Incident Reporting		Policy Number: 2
Number of Pages: 7		Section: VII
<p style="text-align: center;">Attachments</p> Incident Report Form VII.2.A Agency Policy 45 Form 260- Serious Incident Report Form Incident Reporting Log Form VII.2.C		<p style="text-align: center;">Related Standards & References</p> ACA 4-JCF-2A-19
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I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that all incidents pertaining to youth and staff safety and other major events are reported to the facility administration in writing. The incident report is used to document events that have taken place and to provide the organization with accurate and complete information upon which to make decisions and to take appropriate action. More serious incidents receive an additional level of scrutiny by the Administrative Review Team and are reports to DYS Administration.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

- A. Incident:** An observed event pertaining to youth and staff safety or facility security.
- B. Incident Report Form:** A form for the specific purpose of documenting a noteworthy incident.
- C. Serious Incident:** Incidents with serious consequences to youth and staff safety or facility security. These incidents require additional documentation and review by the Administrative Review Team and DYS management.
- D. Serious Incident Report Form:** A standard form with the specific purpose of documenting a serious incident.
- E. Incident Reporting Log:** A log used to catalog incidents received on a daily basis. The log includes; the incident report number, the name of the person writing the report, the name of the primary student involved, the date and time of incident.
- F. Administrative Review Team:** Group of staff designated by the Facility Administrator to review serious incidents and other situations that require immediate attention. Through these reviews, the team may recommend policy revisions, additional training or corrective action for staff.

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III. PROCEDURE

A. All staff are required to report any incident they observe verbally and in writing.

1. The staff person should verbally report the incident to their immediate supervisor as soon as possible.
2. The individual with the most primary role in the incident must complete a written report using the Incident Report form. The report must be completed and turned in to the Shift Supervisor before the shift is over and the individual leaves the facility.
 - If the incident includes an allegation of staff misconduct (e.g., excessive force etc.) the accused staff will not complete the report, but will provide a witness statement. The report will be written by another staff member who was involved or observed the event.
3. All other staff, who observed or were involved in the incident must complete a witness statement. The statement must be written independently and must account both for the staff's own actions and those of others involved. The statement must be completed and submitted to the individual writing the report before the end of the shift on which the incident occurred.
4. All youth involved in the incident will be asked to write a statement. If the youth refuses to write a statement, the refusal must be documented in writing. Youth who were not involved but who observed the incident may also be asked to complete a witness statement. All youth witness statements must be written independently. Staff must provide assistance to youth who have limited writing skills.
5. Failing to report an incident may result in disciplinary action up to and including suspension and/or termination.

B. The following types of incidents require an incident report:

1. Assaults: Physical conflict with another even if there is no injury involved.
2. Accidents with or without injuries: An unintended, unforeseen event or occurrence to youth, staff or visitor with or without injury, loss or damage.
3. Contraband: Prohibited items (e.g., drugs, alcohol, weapons, cigarettes, lighters, cell phones etc.) that are discovered within the facility or on facility grounds.
4. Suicide Attempt: Any act undertaken with the intent of ending the youth's life.
5. Suicidal Ideation/Gestures: Statements (e.g., "I feel like I want to kill myself") or behaviors (e.g., tying a t-shirt around one's neck but not tying it to a stationary object, cutting, etc.) in which the youth intends to do harm, but for the purpose of communicating rather than ending his or her life.
6. Escape/Attempted Escape – Leaving or attempting to leave the facility grounds with-out permission.
7. Destruction of Property: Damaging state property valued at \$25.00 or greater.

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8. Alleged Neglect: An allegation that staff ignored disregarded or failed to show adequate concern for the welfare of the youth.
 9. Alleged Physical Abuse: An allegation that staff physically mistreated youth. The staff may have intentionally tried to hurt a youth by choking, slapping, punching, etc., or may have used excessive or unnecessary force when trying to control youth.
 10. Alleged Sexual Abuse: An allegation that staff was sexually inappropriate with youth, which could include sexualized statements, inappropriate sexual relationships, or forced sexual behavior.
 11. Alleged Inappropriate Conduct/Comments: An allegation that staff behaved inappropriately in some way. This could include statements (profanity, derogatory words, name-calling, antagonizing, threatening, etc.) or behaving in an unprofessional manner with youth.
 13. Group Disturbance: Major disruption to the standard operations of the facility by a group of youth (generally 4 or more). The disruption may involve violence, property destruction or general out-of-control behavior.
 14. Automobile Accident with State Vehicle and/or staff Traffic Accident/Citation – A traffic accident involving a State vehicle, a traffic citation received while driving a State vehicle or a traffic accident while on state business in a personal vehicle.
 15. Sexual Contact, Youth- on-Youth- Either consensual or forced sexual contact between youth under the State’s care.
- C. When the decision is made that an Incident Report is to be completed; the primary person (who is responsible for writing the main report and collecting all necessary documentation) shall call the Central Control Room and state that an Incident Report will be written so that the Control Room staff can assign an Incident Report number
1. The following information shall be given;
 - a. Name of staff writing the report,
 - b. Name of primary student,
 - c. Date and time of incident,
 2. The Incident Report number:
 - a. Shall be generated by using the year followed by a dash (-) and a 4 digit number. The four digit number shall begin with 0001 (i.e. 12-0001)
 - i. This number shall be given to the staff writing the report and that staff person will be responsible for putting the assigned number on all pages of the incident report.
 - ii. The Control Room staff assigning the IR number will document the following information in the Incident Report Log Book Form VII.2.C
 - Name of staff writing the report,
 - Name of primary student,
 - Date and time of incident

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- b. After the primary staff completes the IR (this includes making sure that all witness statements, medical assessments and any other necessary documents). The IR will be given to the JCW Supervisor. The JCW Supervisor will then complete the checklist and the Supervisory critique and place the IR in the Director V's "in-box".
- c. The Director V will make two copies and place
 - i. One copy to the Due Process Hearing Officer's "in-box",
 - ii. and the other copy to be filed in the Master File
- d. The Director V and the Director of Operations will then review the Incident Report ensuring that all documentation is present and correct.
- e. The Director V will then make a folder for the original incident report and file the folder in the file cabinet designated for this purpose

D. An Incident Report Form-VII.2.A must include the following information:

- 1. Name of staff writing the report
- 2. Names of other staff who witnessed the incident
- 3. Time and date of incident
- 4. Location of the incident
- 5. Names of all youth involved
- 6. Type of incident- see "B"
- 7. Whether verbal de-escalation was used
- 8. Whether physical and/or mechanical restraints were used
- 9. Whether youth or staff were injured and the type of treatment provided. If a youth was injured, or all youth that were involved in an altercation must be taken to the medical clinic for evaluation as soon as the situation warrants. The Youth Injury and Assessment Form (XI.26.A) must be attached to the Incident Report Form VII.2.A. If staff were injured, whether they obtained off-campus medical treatment.
- 10. Whether youth were placed in Behavior Management Isolation (BMI) and the date in/-time/in should be documented and shift supervisors are responsible for approving this action.
- 11. Detailed description of the incident:
 - a. Question 1- Who was present for the incident
 - i. The number of youth present (involved or witnesses) and where they were physically located
 - ii. The names of all staff present and where they were physically located.
 - b. Question 2- What happened just before the incident? This includes, but is not limited to:
 - i. What activity was in progress?

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- ii. Was there history between the individuals?
- c. Question 3- What happened during the incident? This includes, but is not limited to:
- i. How did the incident start? (i.e. what those involved said or what action started the incident)
 - ii. How/what ended the incident? (i.e., what point did the youth comply? Did verbal de-escalation work? Was physical restraint necessary to end the incident?)
 - Describe in detail any physical restraints that were necessary
I.e. One man PRT- I approached student X from the right I grabbed his right arm and using the least force necessary I completed the maneuver by sliding my left arm under his left arm and brought both arms behind the youth. At that point the youth calmed down and became compliant.
 - How did the incident end? Include all actions/reactions of all staff and youth present.
- d. Question 4-What happened after the incident was over? This includes, but is not limited to:
- i. Were the youth placed in their rooms? Did some youth go to the medical clinic for evaluation? Was order restored without having to confine any of the youths.
 - ii. Was there an attempt to get the youth witnesses to complete witness statements?
12. The staff who wrote the incident report must collect the witness statements from the youth and staff involved, ensures the Youth Injury and Assessment Form is connected to the incident report, and submits the entire packet to the Shift Supervisor before the end of the shift.
13. Comments from Shift Supervisor
- a. The Supervisor must complete the checklist to verify that the incident report packet is complete. The Supervisor must clearly indicate what information needs to be added clarified or corrected and which staff are responsible for these changes.
 - b. Once all necessary information has been collected, the Supervisor must critique staff's handling of the incident
 - i. Were staff's decisions made during the incident appropriate?
 - ii. Were staff's actions during the incident appropriate?
 - iii. What could have prevented the incident?
 - c. The supervisor must also document that he or she reviewed the critique with the staff involved.

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- d. The supervisor must sign the incident report to certify that all of the steps discussed above were completed.
 - E. The Shift Supervisor shall collect and submit all reports of incidents that occurred on his or her shift to the Director V/Director of Operations.
 - F. Serious Incident Reports
 - 1. If the incident is serious enough to warrant a Serious Incident Report Form (SIR), Form VII.2.B, Agency Policy (AP) 45 Form 260, the Shift Supervisor shall immediately contact the Facility Administrator/designee so that a SIR can be completed.
 - a. The SIR shall be completed as follows;
 - i. Type of incident
 - Accident with injury
 - Escape/ Runaway
 - Facility/Mechanical/Fire
 - Assault/Fight/Use of Mace
 - Stolen Property
 - Break-in
 - Vehicle Damage/ Abuse
 - Threat via Telephone/ Mail
 - ii. Section 2
 - Name of person reporting incident
 - Date
 - Position of person reporting incident
 - Division of the Agency (DYS)
 - iii. Section 3
 - Location of incident
 - Date and Time of incident
 - Police notified
 - Ambulance notified
 - Description of incident
 - iv. Section 4
 - Form completed by
 - Date
 - Acknowledged by (Division Director)
 - Date
 - b. The SIR must be distributed within 24 hours to:
 - Division Director
 - Deputy Directors
 - Executive Director
- F. Submission – The Shift Supervisor shall attach all completed incidents from their shift to the Shift report, which shall be submitted to the Director V/Director of Operations.

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- H. Administrative Review – All incidents involving violence by youth or staff shall be analyzed on a weekly basis by the Administrative Review Team:
1. The review shall include an examination of the underlying causes in order to track recurring problems and develop an institutional corrective action for the problem.
 2. Minutes shall be kept of the weekly review
 3. Based on the weekly administrative reviews, the Facility Administrator shall provide feedback to all staff no less than monthly, including a summary of recurring problems and actions to be taken.
- I. Training - All staff employed at Oakley Training School shall be trained in the incident reporting process. Training shall include both pre-service and in-service training. (For additional information about training see policy IV.1 – Training Management.)