

# OFFICE OF EXECUTIVE DIRECTOR

## MISSISSIPPI DEPARTMENT OF HUMAN SERVICES

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### POLICIES

MDHS – ADMINISTRATIVE POLICY	
Effective Date: February 14, 2005	AP-45

**SUBJECT: Create a standardized form and process for reporting “Serious Incidents” within the Mississippi Department of Human Services.**

PURPOSE: This policy is created to insure compliance with the proper processes for reporting “serious incidents” within the Mississippi Department of Human Services.

ACTION: Division/Office Directors shall ensure dissemination of this policy to applicable staff.

APPLICATION: This policy is applicable to all supervisory employees of the Mississippi Department of Human Services.

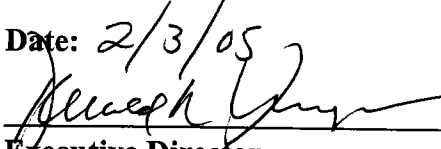
DUPLICATION: This policy may be duplicated.

CONTACT: Deputy Director for Administration

EXCEPTIONS: None.

EFFECT ON OTHER DIRECTIVES: None.

Distribution:  
All Supervisory Employees  
MDHS Deputy Directors  
MDHS Division Directors

Date: 2/3/05  
  
Executive Director

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AP-45

Issued: February 14, 2005

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**Definitions**

Incidents:

Serious – any significant event occurring on or off of department property which involves department employees and/or the public and has a direct impact on the department, the public or department assets.

Accident with injury – any accident involving an employee, visitor, or client who requires first aid treatment or ambulance transport. Any accident involving a client or visitor, injured or not, will fall into this category for the purposes of reporting as a “serious incident”.

Escape/Runaway – when a child remanded to the custody of the department leaves his/her assigned facility or home without official permission or court documents authorizing such. This includes, but is not limited to, training schools, foster homes, or transitional living centers.

Facility/Mechanical/Fire – any incident involving vandalism, defacement, or damage to any Department of Human Services facility. Any incident involving mechanical failure or breakdown of essential facility equipment. Any incident involving fire at any Department of Human Services facility.

Assault/Fight/Use of Mace – any physical or escalated verbal altercation involving any Mississippi Department of Human Services employee or any person remanded to the custody of the Mississippi Department of Human Services. Any physical or escalated verbal altercation involving any person that takes place on the property of any Mississippi Department of Human Services facility. Any altercation that results in the use of mace by any person employed by the Mississippi Department of Human Services.

Stolen Property – any incident involving missing property belonging to the State of Mississippi valued at \$100.00 or above.

Break-in – any incident involving the forcible entry to a Mississippi Department of Human Services facility or vehicle.

Vehicle Damage/Abuse – any damage for any reason to any vehicle owned by the Mississippi Department of Human Services or any vehicle parked on the grounds of any Mississippi Department of Human Services facility.

Threat via Telephone/Mail – any threat to person or facility of the Mississippi Department of Human Services or Mississippi State Government received through any means.

Other – Specify – any incident not included in other categories that requires immediate notification to executive management.

### Policy

Serious incidents falling into the categories above may occur from time to time during the course of our work at the Mississippi Department of Human Services. It is imperative that executive management be notified of any and all serious incidents that have a bearing on safety, agency operations, or the public. Executive management must be informed as soon as possible after a serious incident so that we may properly respond to inquiries or notify appropriate persons, agencies or outlets of the details of the situation.

It shall be the responsibility of all Mississippi Department of Human Services employees to report all serious incidents as detailed above to executive management through his/her chain of command within twenty-four (24) hours. The report will be made on the standardized Serious Incident Report form MDHS-PER-260 (attached). The form shall be completed with as much detail as possible to accurately portray the incident. Divisions should attach any internal incident reports currently in use for clarification and detail.

Serious Incident Report form MDHS-PER-260 may be delivered to executive management by hand or facsimile.

Failure to properly notify executive management of a serious incident within the specified timeframe will be considered failure to follow written procedure and will be dealt with as such in accordance with established State Personnel Board rules and regulations.

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ADMINISTRATIVE SERVICES

# SERIOUS INCIDENT REPORT

- Type of Incident:  Accident with Injury  Stolen Property  
 Escape / Run-away  Break-in  
 Facility / Mechanical / Fire  Vehicle Damage / Abuse  
 Assault / Fight / Use of Mace  Threat via Telephone / Mail  
 Other - Specify: \_\_\_\_\_

Reported By: \_\_\_\_\_ Date: \_\_\_\_\_  
Position: \_\_\_\_\_ Division: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Date and Time of Incident: \_\_\_\_\_

- Police Notified:  Yes (attach police report)  
 No

- Ambulance Notified:  Yes, because: \_\_\_\_\_  
 No

Description of Incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged: \_\_\_\_\_ Date: \_\_\_\_\_  
Division Director

**Distribution Required within 24 Hours of Serious Incident to:**

- Executive Director
- Deputy Directors
- Division Directors