



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
JUVENILE JUSTICE & REHABILITATION ADMINISTRATION
14TH & Jefferson ~ PO Box 45720 • Olympia WA • 98504-5720
(360) 902-8108 • (360) 902-8499 FAX

January 7, 2014

TO: JR Policy Holders

FROM:


John Clayton, Assistant Secretary
Juvenile Justice & Rehabilitation Administration

SUBJECT For Distribution: Policy 26, *Reporting Serious and Emergent Incidents*

The Policy Committee has completed the final review of Policy 26, *Reporting Serious and Emergent Incidents*. Please remove the old version and add this one to your on-site policy manual.

This policy establishes requirements for reporting serious and emergent incidents, and a method of providing Juvenile Rehabilitation (JR) administrators, DSHS administrators and the media with timely, factual information on such incidents. The policy is required and guided by DSHS Administrative policies.

The changes to Policy 26 are below. They include:

- Addition of references to JR policies covering specific events referenced in this policy.

This policy has a scheduled effective date of January 21, 2013. If you have questions regarding the policy and its revision, please contact JR's policy staff at jrapolicy@dshs.wa.gov.

Attachment: 26, *Reporting Serious and Emergent Incidents*

POLICY 26 REPORTING SERIOUS AND EMERGENT INCIDENTS

Policy Committee Chair

Don Mead, Ed. D.
Superintendent, Echo Glen
Juvenile Justice & Rehabilitation Administration

Approved


John Clayton, Assistant Secretary
Juvenile Justice & Rehabilitation Administration
1/7/2014

Authorizing Sources

DSHS Policy 2.08
DSHS Policy 9.01

Information Contact

Jennifer Zipoy, Policy & Planning Administrator
Juvenile Justice & Rehabilitation Administration
jrapolicy@dshs.wa.gov, Ph: 360-902-8092

Effective Date

1/21/2014

Sunset Review Date

1/21/2018

I. PURPOSE AND SCOPE

This policy establishes requirements for reporting serious and emergent incidents, and a method of providing Juvenile Rehabilitation (JR) administrators, DSHS administrators and the media with timely, factual information on such incidents.

All staff, contractors, volunteers, and interns working in the Division of Institution Programs, Division of Community Programs and Parole, and the Division of Operations and Support Services are responsible for reviewing and complying with JR policies.

II. POLICY

1. Serious and emergent incidents must be reported.

- 1.1. Staff members must report serious and emergent incidents immediately to the Superintendent/Regional Administrator or designee.
- 1.2. The Superintendent, Regional Administrator or designee must verbally or electronically report serious and emergent incidents to the JR Division Director or designee within one hour of having knowledge of the incident(s).
- 1.3. The Superintendent, Regional Administrator or designee must submit an Administrative Report of Incidents to the Division Director or designee on the day of the incident or on the next working day if the incident happened after business hours.
- 1.4. The Division Director or designee receiving an Administrative Report of Incidents will notify the JJ&RA Assistant Secretary or designee within one hour of receipt.
- 1.5. Follow-up documentation on serious and emergent incidents may be made to the Division Director.

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- 2. The JJ&RA Assistant Secretary or designee will coordinate with DSHS Media Relations to disseminate information about the incident to the general public in accordance with DSHS Administrative Policy 2.08, *Media Relations*.**
- 3. The JJ&RA Assistant Secretary or designee will report the incident, at the earliest reasonable opportunity, to the Office of the Secretary, the Director of Communications, the Chief Risk Officer, and the Director, Office of Emergency Management in accordance with DSHS Administrative Policy 9.01, *Incident Reporting*.**
- 4. The Division Director or designee will notify the appropriate representative(s) of the Attorney General's Office if legal advice is needed.**
- 5. Sexual assaults or physical assaults, neglect, abuse or exploitation of youth must be reported in accordance with Policy 34, *Reporting Child Abuse & Neglect* and Policy 49, *Implementing PREA*.**
- 6. The death of a youth must be reported in accordance with Policy 23, *Death of a Client*.**
- 7. Escape or apprehension of youth must be reported in accordance with Policy 17, *Escape*.**
- 8. Suicide attempts by youth must be reported in accordance with Policy 24, *Suicide*.**
- 9. Natural disasters must be handled in accordance with local emergency preparedness plans as directed by Policy 30, *Emergency Management*.**

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III. DEFINITIONS

Serious and Emergent Incidents: significant matters known to JR which include but are not limited to:

1. Death of a JR youth;
2. Death of a JR staff, contractor or volunteer while on duty or a JR visitor;
3. Serious injury, physical or sexual assault of a JR youth, staff or visitor on state facility grounds, in contracted facilities or during transport of a JR youth;
4. Escape or apprehension of JR youth;
5. A natural disaster presenting substantial threat to JR programs or JR youth safety;
6. A bomb threat;
7. A situation requiring emergency law enforcement assistance to JR programs;
8. A serious JR youth disturbance;
9. A serious offense committed by a JR youth, involving a JR youth, or caused by a JR youth placed in a community facility;
10. A suicide attempt by a JR youth resulting in serious injury requiring treatment by a physician;
11. Other incidents involving JR staff, current JR youth, their families, or contracted programs that have created, or would reasonably be expected to create attention adverse to the interest or reputation of JR.

Serious Injury: Any injury that results from an incident that requires professional medical attention beyond diagnostic and/or emergency room care.

IV. RELATED JR POLICIES

Policy 17 - Escape

Policy 30 – Emergency Management

Policy 23 – Death of a Client

Policy 49 - PREA

Policy 24 - Suicide
