

	<b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b>	<b>POLICY NUMBER:</b>  <b>313.00</b>	<b>PAGES:</b>  <b>3</b>
<b>CHAPTER:</b> <b>Institutional Operations</b>	<b>REFERENCE AND RELATED STANDARDS:</b> <b>WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; ACA 3-JTS-3A-09, 3A-18, 3C-10/11; ACA 3-JDF-3A-09 and 3C-10; ACA 3-JCRF-3A-06 and 3C-03</b>		
<b>SUBJECT: Incident Report Writing</b>			
<b>DATE: October 9, 2014</b>			

### POLICY

It is the policy of the West Virginia Division of Juvenile Services' to establish a mechanism for reporting of incidents by all staff.

### CANCELLATION

This policy has been reviewed and supersedes Policy 313.00 dated January 24, 2014.

### APPLICABILITY

This Policy applies to all Division of Juvenile Services' facilities, youth reporting centers, employees and contract employees.

### DEFINITIONS

**Incident Report:** a document used by staff to record any reportable event.

### PROCEDURES

1. Reporting of Incidents – Incidents are to be recorded in a manner that provides specific details of what has occurred, including, but not limited to, the following information:
  - a. Who-the person(s) involved with the situation
  - b. When-the date and time of the event
  - c. Where-the location of the event
  - d. What-a description in detail as to the occurrence(s)

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- e. How-explanation of the method used to do such an act.

## 2. Preparation of Incident Reports

- a. Employees are required to document his or her observations in an Incident Report on the Offender Information System (OIS) when he/she has a reasonable belief that a resident has committed a major violation of division or facility rules or reportable minor violations and those violations that are not resolvable through informal counseling or discussion. This report must be written before the end of the employee's shift. In extenuating circumstances, no later than the following day.
- b. Employees are required to document his or her observations in an Incident Report on (OIS) when he/she has a reasonable belief that a staff member has committed a major violation of division or facility rules.
- c. Any employee who witnesses or notices any unusual or critical incident shall complete an Incident Report with no omissions.
- d. When reporting disciplinary infractions the following shall be documented within the report, along with all the information required under section 2a of this policy:
  - i. A formal statement of the violation(s);
  - ii. Any staff or resident (confidential or non-confidential) witness(es);
  - iii. Any physical evidence and its disposition;
  - iv. Any injury to anyone and whether medical personnel were notified;
  - v. Any immediate action taken, including the use of force; and
- e. Purposely writing an incident report with misleading or false information could result in disciplinary action.

## 3. Shift Supervisor or Designee Review

- a. The Shift Supervisor or Designee is responsible for reading all reports and assigning a resident rule violation, if applicable.
- b. The Shift Supervisor will notify the author of the report if any corrections need to be made.

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4. Confidentiality of Reports

- a. Release of any Incident Report to outside entities is not permitted without approval from the agency director.
- b. The Director of Juvenile Services or Designee reserves the right to have any Incident Report expunged, removed and destroyed, that is beyond the statutory life maintenance period or is discredited through investigation.

5. Each facility will have in place an operational procedure to ensure the standards and practices of this policy are followed.

**RIGHTS RESERVED**

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:

  
\_\_\_\_\_  
Director

10/9/14  
\_\_\_\_\_  
Date