

## **Policy 1.30 – Reporting Serious and Emergent Incidents**

### *Summary*

- Provides guidelines for reporting serious and emergent incidents.

#### **Background:**

In March of 2020, a global pandemic called COVID-19 was declared. JR leadership decided to minimize the number of policy changes so JR staff could focus on the many additional ways they need to protect and support the JR youth and young adults in our care.

The existing policy did not undergo the typical sunset review, but rather was extended until the spring.

#### **Policy Summary**

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

#### **Changes from Current Practice**

- There are no changes to current practice or timelines.
- The policy sunset review date is extended to April 1, 2021.

Training Required: No

*Policy Effective Date: January 21, 2014*

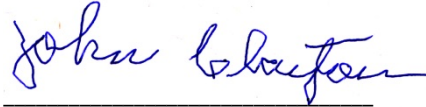
*Staff are responsible for reading and understanding the information contained in the full policy.  
Review of this summary is not sufficient for full understanding.*

**POLICY 1.30 – REPORTING SERIOUS AND EMERGENT INCIDENTS**

**Policy Committee Chair**

Lori Kesl  
Regional Administrator, Regions 1 & 2  
Juvenile Rehabilitation

**Approved**



John Clayton, Assistant Secretary  
Juvenile Rehabilitation  
1/7/2014

**Authorizing Sources**

DCYF AP 7.02  
DCYF AP 3.01

**Information Contact**

Andrea Ruiz  
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**Effective Date** (*Technical Edit 12/18/19*)<sup>1</sup>

**1/21/2014**

**Sunset Review Date**

**5/1/2021**

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**I. PURPOSE AND SCOPE**

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

All staff, contractors, volunteers, and interns working in or for Juvenile Rehabilitation (JR) are responsible for reviewing and complying with JR policies.

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**II. POLICY**

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**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 (ARI) 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.

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<sup>1</sup> 12/18/19 Technical Edit: Updated DSHS references to DCYF, updated JR policy references, and added hyperlinks.

**Policy 1.30, Reporting Serious and Emergent Incidents, 1/21/2014**

- 1.4. The Division Director or designee receiving an Administrative Report of Incidents will notify the JR Assistant Secretary or designee. The Division Director or designee will notify the appropriate representative(s) of the Attorney General's Office as needed.
- 1.5. Follow-up documentation on serious and emergent incidents may be made to the Division Director.
- 2. The JR Assistant Secretary or designee will coordinate with DCYF Office of Communications to disseminate information about the incident to the general public in accordance with DCYF AP 3.01, *Media Relations*.**
- 3. The JR Assistant Secretary or designee will report the incident, at the earliest reasonable opportunity, to the Office of the Secretary, the Director of Communications, or others as requested, and in accordance with DCYF AP 7.02, *Critical Incident Reporting*.**
- 4. Sexual assaults or physical assaults, neglect, abuse or exploitation of youth must be reported in accordance with Policy 5.91, *Reporting Abuse and Neglect of JR Youth* and Policy 5.90, *Applying PREA Juvenile Standards in JR*.**
- 5. The death of a youth must be reported in accordance with Policy 1.31, *Responding to the Death of a JR Youth*.**
- 6. Escape or apprehension of youth must be reported in accordance with Policy 5.30, *Handling Youth Escapes or Unauthorized Absences*.**
- 7. Suicide attempts by youth must be reported in accordance with Policy 3.30, *Assessing and Treating Youth Suicide and Self-Harm Risk*.**
- 8. Natural disasters must be handled in accordance with local emergency preparedness plans as directed by Policy 1.50, *Ensuring JR Emergency Preparedness*.**

Policy **1.30**, **Reporting Serious and Emergent Incidents, 1/21/2014**

**III. DEFINITIONS**

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**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**

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**Policy 1.31 – Responding to the Death of a JR Youth**

**Policy 5.30 – Handling Youth Escapes or Unauthorized Absences**

**Policy 1.50 – Ensuring JR Emergency Preparedness**

**Policy 5.90 – Applying PREA Juvenile Standards in JR**

**Policy 3.30 – Assessing and Treating Youth Suicide and Self-Harm Risk**

**Policy 5.91 – Reporting Abuse and Neglect of JR Youth**

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