 <p style="text-align: center;"><b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b></p>	<p><b><u>POLICY NUMBER:</u></b></p> <p style="font-size: 2em; text-align: center;"><b>313.00</b></p>	<p><b><u>PAGES:</u></b></p> <p style="text-align: center;">3</p>
<p><b><u>CHAPTER:</u></b> Institutional Operations</p>	<p><b><u>REFERENCE AND RELATED STANDARDS:</u></b> WV Code Chapter § 49-2-903; ACA 3-JDF-3A-09 and 3C-10</p>	
<p><b><u>SUBJECT:</u></b> Incident Report Writing</p>		
<p><b><u>DATE:</u></b> January 1, 2017</p>		

**PURPOSE**

It is the policy of the West Virginia Division of Juvenile Services' to establish guidelines for reporting of incidents.

**CANCELLATION**

This policy has been revised and supersedes Policy 313.00 dated October 9, 2014.

**APPLICABILITY**

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

**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), and
  - e. How-explanation of the method used to do such an act.

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## 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 well-documented, extenuating circumstances, no later than the following day.
- b. When reporting disciplinary infractions, the following shall be documented within the report:
  - 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; and
  - v. Any immediate action taken, including the use of force.
- c. Any employee who witnesses or notices any unusual or critical incident or use of force shall complete an Incident Report with no omissions.
- d. Employees are required to enter his or her observations as a Confidential Report in OIS when he/she has a reasonable belief that a staff member has committed a major violation of Division or facility rules.
- e. Purposely writing an incident report with misleading or false information shall 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.

## 4. Confidentiality of Reports

- a. Release of any Incident Report or Confidential Report to outside entities is not permitted without approval from the Division Director.

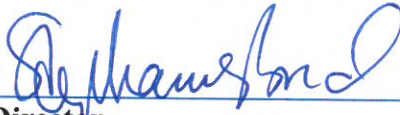
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- b. The Director of Juvenile Services or Designee reserves the right to have any Incident Report or Confidential Report expunged, removed and destroyed.
5. Each facility will have in place an operational procedure to ensure the standards and practices 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

1/1/17

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Date