

<p>POLICY NUMBER 101.14</p>	<p>POLICY TITLE: Incident Reporting</p>	
 <p>EFFECTIVE DATE: October 25, 2007</p> <p>REVISION DATE (S): November 2, 2009 March 2, 2012 March 17, 2014</p>	<p>AMERICAN CORRECTIONAL ASSOCIATION (ACA) STANDARDS</p>	
	<p><u>CENTRAL ADMINISTRATION:</u> NONE</p>	
	<p><u>CORRECTIONAL TRAINING ACADEMY:</u> NONE</p>	
	<p><u>JUVENILE CORRECTIONAL FACILITY:</u> 3-JTS-3C-09, 4-JCF-4A-19, 4-JCF-3C-16</p>	
	<p><u>JUVENILE PROBATION & AFTERCARE:</u> NONE</p>	
	<p><u>JUVENILE COMMUNITY RESIDENTIAL FACILITIES:</u> NONE</p>	
<p>STANDARD OPERATING PROCEDURE</p>	<p>Required</p>	
<p>LOCAL PROCEDURE</p>	<p>Prohibited</p>	
 <p>Harvey J. Reed, Director</p>		

I. Policy Provisions

The policy of the Ohio Department of Youth Services (ODYS) is to establish procedures and guidelines to promptly report and document all incidents that occur within the jurisdiction of the department, which includes all facilities, regional offices, Central Office or other location within the control, supervision or responsibility of the Ohio Department of Youth Services.

II. Applicability

This policy shall apply to all ODYS employees. Compliance with this policy shall be mandatory to ensure the safety and security of the youth, staff and public, to ensure that staff adequately and promptly report incidents.

III. Definitions

Activity Classifications - List of events contained within AMS for purposes of coding the nature of incidents.

Activity Management System (AMS) – A database system designed to document and track incidents, investigations and grievances which occur within the jurisdiction of DYS.

E-mail Alert – A Tier I and II incident reporting notice sent electronically to the Chief Inspector and appropriate Deputy Director, Bureau Chief of Facility Operations & Programs or the Bureau Chief of Release, Parole and Integrated Reentry Services.

OSHP – Acronym for Ohio State Highway Patrol

Site Manager – Director (or designee) for Central Office, Superintendent for Facility, or Regional Administrator for Regional Offices.

Tier I Incidents – Incidents which require investigation by Chief Inspector’s Office and shall be reported to the Chief Inspector’s Office within one (1) hour of their occurrence or knowledge of their occurrence utilizing the Email Alert Notice.

Tier II Incidents – Incidents which require investigation by the Chief Inspector’s Office and shall be reported to the Chief Inspector’s Office by the end of the current shift in which the incident occurred utilizing the E-mail Alert notice.

Tier III Incidents – Incidents which require investigation by site personnel.

IV. Procedures

A. Reporting

Instructions and guidelines for data entry into AMS are outlined in the AMS Incident Report Entry Manual and ODYS SOP 101.14.01 Institutional Incident Review.

B. Each Site Manager shall be responsible for ensuring staff is trained on their responsibilities and incidents are reported in accordance with this policy.

C. All allegations of criminal nature shall be reported by the Site Manager or designee to the appropriate law enforcement agency for consideration of prosecution. Notification shall be as soon as possible but not to exceed one hour from knowledge of the allegation. For incidents occurring on state owned or leased property, the Ohio State Highway Patrol shall be the appropriate agency to be notified. [3-JTS-3C-09, 4-JCF-3C-16]

D. Tier I Incidents

1. Tier I Incidents as defined in ODYS Policy 101.15 Investigations shall be reported by the Site Manager or designee through an Email Alert Notice as soon as possible but not to exceed one (1) hour from knowledge of the alleged incident.
2. The Tier I Incident shall be entered into AMS by the Site Manager (or designee) by the end of the current shift in which the allegation was reported and prior to departure from the facility.

E. Tier II Incidents

1. Tier II Incidents as defined in ODYS Policy 101.15 Investigations shall be reported by the Site Manager or designee using E-mail Alert.
2. The Tier II Incident shall be entered into AMS by the Site Manager (or designee), by the end of the current shift in which the allegation was reported and prior to departure from the facility.

F. Tier III Incidents as defined in ODYS Policy 101.15 Investigations shall be entered into AMS by the end of the current shift in which the allegation was reported and prior to departure from the facility.

G. Quality Control

1. It is the responsibility of the Chief Inspector or designee to be the Administrator of AMS.
2. It shall be the responsibility of the Chief Inspector's Office to systematically monitor incidents entered into AMS. Feedback shall be provided to the sites on a systematic basis.

V. Attachments

101.14.A Statement Form

VI. Monitoring

Monitoring and annual review of this policy shall be the responsibility of the Chief Inspector, Chief Legal Counsel and Bureau Chief of Facility Operations.

VII. References

None.