



INTERNAL MANAGEMENT POLICY & PROCEDURE	SECTION NUMBER 01-180	PAGE NUMBER 1 of 4
	CHAPTER & SUBJECT: ADMINISTRATION: Community Critical Incident Reporting and Notification	
Approved By:  Teresa Williams, Acting Commissioner		Original Date Issued: 06/15/01 Current Amendment Effective: 01/01/13 Replaces Amendment Issued: 12/05/12

POLICY

The commissioner shall be promptly notified of critical incidents involving juvenile offenders under the supervision of a community supervision officer/agency. The Juvenile Justice Authority (JJA) shall establish procedures for the internal reporting such incidents both during and outside of regular business hours.

DEFINITIONS

Critical Incident: For the purposes of this policy, any situation involving allegations of:

- Homicide
- Other death;
- Riot/hostage incidents;
- Suicide; or
- Other incidents that have the potential for significant media coverage.

Homicide: The killing of one person by another.

Executive Team: A panel of Central Office management staff designated by the commissioner. Currently this panel is comprised of the:

- Commissioner;
- Chief attorney;
- Director of operations;
- Director of human resources;
- Director of information technology;
- Director of community-based services;
- Director of security operations; and
- Training director.

Juvenile Offender: For the purposes of this policy, is a juvenile offender placed in the custody of the commissioner by a juvenile court order who is under the supervision of a community supervision agency and not in a juvenile correctional facility.

Other Death: The accidental death or death from natural causes of juvenile offender or staff.

Other Incidents: Any incident not reported in another category and has the potential for significant media coverage.

Regular Business Hours: For the purpose of this policy, normal business hours shall be Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays that may fall on a weekday.

Riot/Hostage Incident: Any disturbance by three or more juvenile offenders that seriously disturbs the operation of a facility jeopardizes the control of an area, threatens violence against or destruction of property, or results in significant property damage or personal injury to juvenile offenders or staff, including, but not limited to, any hostage situation.

Suicide: Intentionally killing oneself.

PROCEDURES

I. Notification Process for Critical Incidents Occurring During Regular Business Hours

- A. The director of community-based services or designee shall instruct all community supervision agencies to notify a program consultant at (785) 296-4213 of any critical incident occurring during regular business hours.
 - 1. If a program consultant is not available, the receptionist or other person taking the phone call shall forward the phone call to the contracted services manager.
 - 2. If the contracted services manager is not available, the phone call shall be directed to an available member of the executive team.
- C. The executive team member receiving the critical incident notification shall immediately notify the commissioner and director of community-based services.
 - 1. The executive team member shall be responsible for ensuring the commissioner and director of community-based services are notified of the critical incident before the close of business on the day the notification is received.

II. Notification Process for Critical Incidents Occurring Outside of Regular Business Hours

- A. The director of community-based services or designee shall instruct all community supervision agencies to notify the Larned Juvenile Correctional Facility (LJCF) central control center at 620-285-0300 ext. 125 of any critical incident that occurs outside of regular business hours or on weekends/holidays.
 - 2. The LJCF central control officer taking the call shall complete the Community Critical Incident Reporting Notification Form, Attachment A, Form #01-180-001.
 - 3. The LJCF central control officer shall first attempt to notify the contracted services manager at 785-230-5259 of the critical incident report.
 - 4. If the LJCF central control officer is unable to reach the contracted services manager within twenty (20) minutes, the officer shall contact the director of community-based services at 785-221-3629 to notify him/her of the critical incident.
 - 5. The LJCF central control officer shall continue attempts to reach the contracted services manager or the director of community-based services until contact is made.
 - a. The time and date of the attempts and the actual notification shall be documented on the Community Critical Incident Reporting Notification Form.
 - 6. A copy of the Community Critical Incident Reporting Notification Form shall be sent to the contracted services manager at CriticalIncident@doc.ks.gov no later than the next business day.

III. Record Keeping

- A. The contracted services manager shall establish a record keeping system to record and track the critical incident reports received under this policy.

IV. This IMPP shall serve as final policy in all juvenile correctional facilities and no facility orders shall be allowed on this subject.

RESCIND AND REPLACES:

This policy rescinds and replaces:

IMPP 01-180 Community Critical Incident Report and Notification (Amended Effective: 12/05/12).

REPORTS REQUIRED

None.

REFERENCES

K.S.A. 21-5501 through K.S.A. 21-5513
CSS-03-112

ATTACHMENTS

Attachment A: Community Critical Incident Reporting Notification Form, Form #01-180-001, 1 Page.

Kansas Juvenile Justice Authority Community Critical Incident Reporting Notification Form

Critical incidents involving juvenile offenders in the custody of the commissioner and under the supervision of a community supervision officer/agency are required to be immediately reported to the commissioner regardless of the time of day. The community supervision officer/agency supervising or monitoring the activities of the juvenile offender is required to report all critical incidents to JJA.

Critical Incidents are defined as: "any situation involving a homicide or other death, riot/hostage incidents, suicide or other incidents that have the potential for significant media coverage."

The LJCF central control officer shall complete this form and email it to: CriticalIncident@doc.ks.gov.

Name of Caller: Time/Date of Call:

Return Contact Number: Judicial District:

Juvenile Offender Name: Age:

Location/Placement of Incident:

Type of Incident:	<input type="checkbox"/>	Homicide	<input type="checkbox"/>	Suicide
	<input type="checkbox"/>	Riot/Hostage Situation	<input type="checkbox"/>	Other Death
	<input type="checkbox"/>	Other Incident (potential significant media coverage)		

JJA NOTIFICATION INFORMATION

Once you have obtained the above information from the community supervision agency caller, please contact the contracted services manager. If direct contact is not made within 20 minutes, call the next individual on the list and continue this protocol until contact is made.

JJA Notifications: Contracted Services Manager (785-230-5259)
Director of Community-Based Services (785-221-3629)

Name of JJA Central Office Employee Who Was Notified:

Notification Time/Date:

Attempted Notifications (Name and Time):	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Name of LJCF Central Control Officer Taking the Call:



EMPLOYEE STATEMENT OF RECEIPT AND ACKNOWLEDGMENT OF IMPP OR FACILITY ORDER

SUBJECT: ADMINISTRATION

IMPP NUMBER:

KJCC FACILITY ORDER NUMBER:

LJCF FACILITY ORDER NUMBER:

TITLE:

EFFECTIVE DATE:

I have received one (1) electronic copy of the IMPP or Facility Order as titled above. I acknowledge that I have read and have had the opportunity to ask questions about the policy or Facility Order. I further acknowledge that I understand and agree to comply with the policy or Facility Order.

Name (Please Print)

SIGNATURE (Typing name signifies your signature.)

DATE