

Unusual Incident Report

Rhode Island Department of Children, Youth and Families
Division of Juvenile Correctional Services: Training School

Policy: 1200.0827

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Version: 1

The safe and efficient management of the RI Training School requires the consistent flow of information from staff to the Superintendent or designee about any condition, issue or incident that could pose a threat to security or safety. Any use of force or any restraint of a resident must be reported to the Superintendent or designee. A carefully designed process has been developed to ensure that staff have a mechanism to provide the Superintendent and supervisory staff with specific and accurate facts regarding incidents or issues related to the safety and security of the residents and the physical plant.

Related Procedure

[Unusual Incident Report](#)

Related Policy

[Notice to Superintendent](#)

Unusual Incident Report

Procedure from Policy 1200.0827: Unusual Incident Report

- A. The RI Training School provides two ways of reporting unusual incidents.
 - 1. Staff complete an Incident/Physical Restraint Form in RICHIST for any incident involving a resident.
 - 2. Staff complete an Unusual Incident/Physical Restraint Form for any incident, event, or condition not involving a resident.
 - 3. If RICHIST is not available, staff complete an Unusual Incident/Physical Restraint Form to report any incident involving a resident.

- B. In all cases, staff directly observing the incident/condition or who is directly involved, notifies the Unit Manager or Master Control Center (MCC).
 - 1. Staff complete the appropriate report in a concise and accurate manner. The report is completed on the shift in which the incident occurred.
 - a. If the report cannot be completed on the shift on which the incident occurred, the approval of the staff's supervisor is required. The report must include an explanation for the delay and the name of the supervisor who approved it.
 - b. No space is left blank on either the Incident/Physical Restraint Form or the Unusual Incident/Physical Restraint Form.
 - 2. Staff complete required fields of the Unusual Incident Report/Physical Restraint Form or the Incident/Physical Restraint Form in RICHIST as appropriate to the circumstance.
 - 3. The supervisory staff complete required fields of the Unusual Incident Report/Physical Restraint Form or the Incident/Physical Restraint Form in RICHIST as appropriate to the circumstance.

- C. Reports identified in paragraph A above are completed in circumstances which include but are not limited to:
 - 1. Emergencies - Destruction of State property, bomb threats, fires, riots, suicides, attempted suicides, resident or staff sudden illness or death, use of physical force, hostage situations.
 - 2. Resident Violations - Assaults of employees or residents, injuries, sexual intimidation, extortion, property damage, stealing, possession of drugs and other serious violations.
 - 3. Other Incidents - Observation of intruders, motor vehicle accidents, discovery of property damage and other hazardous or unsafe building conditions.

- D. Significant events or situations that threaten the safety or security of residents or staff are reported in conformance with DCYF Policy 1200.0702, Notice to Superintendent.

- E. Paragraphs A - D are consistent with American Correctional Association Standards 3-JDF-3A-18; 3-JTS-3A-18; 3-JDF-3A-30; 3-JTS-3A-31; 3-JDF-3C-10 and 3-JTS-3C-10.