



OREGON YOUTH AUTHORITY

Policy Statement

Part III – Youth Services (Community)



Subject:

Youth Incident Reports [Field]

Section – Policy Number:

A: General Administration – 1.0

Supersedes:

III-A-1.0 (06/10)

Effective Date:

06/28/2013

Date of Last Review:

06/28/2015

Related Standards and References:

- OAR [416-020](#) (Offender Grievance Process)
- [JJIS Online Help – Youth Incident Reports](#)
- [OYA policy](#): 0-2.3 (Mandatory Reporting of Youth Abuse and Child Abuse)
I-E-1.0 (Director’s Incident Notification and Report)
I-E-4.0 (Incident Reviews)
I-E-5.0 (Notification to Parents/Guardians)

Related Procedures:

- None

Policy Owner:

Community Services Assistant
Director

Approved:



Fariborz Pakseresht, Director

I. PURPOSE:

This policy provides guidelines for OYA field staff when reporting incidents related to youth under OYA community supervision. The policy describes the use of an electronic Youth Incident Report (YIR) located in the Juvenile Justice Information System (JJIS).

II. POLICY DEFINITIONS:

Juvenile Justice Information System (JJIS): The Juvenile Justice Information System (JJIS) is a statewide-integrated electronic information system designed, developed, and implemented to support a continuum of services and shared responsibility among all members of the juvenile justice community. In a collaborative partnership between the Oregon Youth Authority (OYA) and Oregon's county juvenile departments, JJIS is administered by the State of Oregon through OYA.

III. POLICY:

OYA documents certain incidents involving youth in a Youth Incident Report (YIR). YIRs are located in the Juvenile Justice Information System (JJIS). A YIR

is generated by OYA staff and may be reviewed and added to by other staff as needed and authorized.

OYA staff will follow general standards described in this policy when initiating, completing, reviewing, or contributing to a YIR. Staff may reference [JJIS Online Help – Youth Incident Reports](#) for YIR recording instructions.

IV. GENERAL STANDARDS

A. OYA staff will document the following significant youth-related incidents using a YIR:

1. Youth death;
2. Attempted youth suicide;
3. Serious youth injury requiring medical treatment beyond routine first aid;

Examples of **serious** injury include, but are not limited to, a break in skin requiring suture, bruising accompanied by swelling or extreme pain, broken bones, internal injury.

4. Allegations of abuse of or by any youth in OYA custody. Abuse includes physical or mental injury, sexual abuse or exploitation, negligent treatment or maltreatment of a person.

Refer to OYA policy [0-2.3 \(Mandatory Reporting of Youth Abuse and Child Abuse\)](#) for additional notification requirements if the alleged abuse victim is less than 18 years old.

5. Any incident involving a youth that potentially may result in media interest or inquiry;
6. Any incident involving a youth that requires **emergency** community response (e.g. emergency ambulance, emergency law enforcement);
7. Any OYA field staff physical intervention, including
 - a) Physical restraint: Direct physical contact where reasonable force is applied against resistance, either to restrict movement or mobility or to disengage from harmful behavior displayed by a youth. This may be immediate or planned.
 - b) Use of security restraint devices for compliance: When security restraint devices are used to prevent an escalated youth from injuring him/herself or others.

This does **not** include routine, policy-mandated use of restraint devices (e.g., for routine escorting or transporting).

8. Significant alleged law violations (e.g., serious assault, sexual offense, gang-related crime); and
9. Other significant incident events.

These may include any other major, unforeseen or unpredictable event involving a youth not otherwise described in this policy.

B. Initiating and completing the YIR

1. The youth juvenile parole/probation officer (JPPO) or person designated by the JPPO's supervisor will initiate and complete the YIR within 24 hours after becoming aware of the incident.
2. Other OYA staff who were directly involved in, witnessed, or have information regarding the incident will contribute to the YIR by adding their participant reports or an addendum.

C. Reviewing and locking the YIR

1. Each YIR must be reviewed and locked by the YIR initiator's immediate supervisor or designee who was not directly involved in the incident within 24 hours of completion.
2. If the immediate supervisor or designee was directly involved in the incident, the next staff member within the management structure will review and lock the YIR.
3. The reviewer must investigate or cause an investigation of the incident if the incident response appears not to comply with policy, is excessive, or inappropriate.
4. The reviewer must document any follow-up to the incident in the Incident Addendum.
5. Administrative and critical incident reviews are addressed in OYA policy [I-E-4.0 Incident Reviews](#).

D. Notification of the YIR

Staff may be required to notify different levels of agency administration, youth families, or law enforcement of certain incidents that cause a YIR.

1. Director's Office notification
 - a) Refer to OYA policy [I-E-1.0 \(Director's Incident Notification and Report\)](#) to determine if an incident requires Director's Office notification.

- b) If an incident requires Director's Office notification, the field supervisor, or designee, will generate a written notification through the YIR and provide verbal notification as described in OYA policy [I-E-1.0](#) (Director's Incident Notification and Report).

2. Notification to the youth's family

See OYA policy [I-E-5.0 \(Notification to Parents/Guardians\)](#) for process information on notifications.

Oral notification to a youth's family will be made in these incidents:

- a) Death;
- b) Urgent or emergent medical care; and
- c) Suicide attempts.

3. All notifications of the YIR incident will be documented in the "notification" section of the related YIR.

E. Staff may give a youth a copy of the youth's incident summary upon request.

F. YIR Retention

Staff will retain YIRs in JJIS according to the OYA retention schedule.

V. GENERAL FIELD PROCEDURE OR LOCAL PROTOCOL REQUIRED: NO