

SOUTH CAROLINA DEPARTMENT OF JUVENILE JUSTICE
Required Event Reporting

INSTRUCTIONS: This document is to be used as a referral source to identify the written report(s) required for the specific event. This list includes, but is not limited to, events that must be documented on the DJJ Event Report (Form I-3.2A) and submitted to the Facility/Office Manager for appropriate distribution and action. Additional required reports are identified in the corresponding columns. The employee will determine the type of event based on the description and will submit the report(s) identified.

Type and Description of Event: The events listed and described are required to be reported using the DJJ Event Report. Supervisors should use sound judgment and discretion to determine whether or not an event not listed should be reported.

ERMIS Priority 1 and ERMIS Priority 2: The Office of the Inspector General (OIG) maintains an Event Reporting Management Information System (ERMIS) database to record and track serious events occurring within any location associated with DJJ. Reportable ERMIS events will be assigned to one of two categories, Priority 1 or Priority 2. The reporting time frame will commence when an employee is aware of the event or alleged event. If there is a question as to the priority type of an event, it will be assumed that it is a Priority 1 and a report of the event immediately will be made. If the event warrants a change in priority type, that change will be determined by the OIG and made following report of the event.

Priority 1 events will be reported immediately following knowledge of the occurrence. The Site ERMIS Reporter will immediately call the DJJ Police Dispatch Unit and immediately fax the Event Report to the DJJ Police Section. Priority 2 events will be reported within 24 hours, or the next business day if the event occurs after business hours, on a weekend, or holiday. The Site ERMIS Reporter will fax the Event Report to the DJJ Police Section within 24 hours after the occurrence of the event or the next business day if the event occurred on a weekend or holiday. (Priority 2 events should not be called in unless there is uncertainty about whether the event is Priority 1 or 2.)

Performance-based Standards: Each facility participating in the PbS process will forward those DJJ Event Reports required to be reported to PbS to the PbS Site Coordinator. The Site Coordinator will ensure that the appropriate information on the DJJ Event Report is keyed into the PbS portal.

Legal Office Report: The designated manager at each secure facility will collect and maintain copies of DJJ Event Reports and supporting documentation for incidents of juvenile-on-juvenile horseplay, fight, and assault. A log will be maintained and verified with the Health Services log. The manager will submit the required log to the DJJ Legal Office each month.

Juvenile Violation: Will be reported according to Policy G-9.20, Juvenile Behavior Management and Modification

NOTE: Serious injury is defined at DJJ as an injury that requires medical treatment by a doctor, nurse practitioner, or emergency medical technician.

Type and Description of Event Required to be reported using the DJJ Event Report (Form I-3.2A)	ERMIS Priority 1	ERMIS Priority 2	Performance- Based Standards	Legal Office Report	Juvenile Violations		Use of Force
Any incident that results in a juvenile's mechanical or physical restraint, confinement, or injury (serious or not serious)			X				
Abuse (neglect) allegation of any type of serious neglect of a juvenile (actual or suspected) that involves/requires community medical evaluation or treatment	X		Founded Case				
Abuse (physical) allegation of any type of serious physical abuse (actual or suspected) involving/requiring community medical evaluation or treatment	X		Founded Case				
Abuse (sexual) allegation of a juvenile (actual or suspected) of any degree or nature	X		Founded Case				
Abuse reported to DJJ, but allegedly occurred while the juvenile was under the supervision of any other agency/entity		X					
Abuse (neglect) allegation of any type of neglect where no medical evaluation or treatment was required		X	Founded Case				
Abuse (physical) allegation of any type of physical abuse where a medical evaluation or treatment was not required		X	Founded Case				
Abuse - all other allegations of a staff-on-juvenile abuse that are not previously listed		X	Founded Case				
Accident that results in personal injury to any person		X	X				
Accident that results in any property loss or damage			X				
Arrest of a DJJ employee for criminal activity on or off the job	X						
Arson/attempted arson by a juvenile to any property	X		X				
Assault and battery juvenile-on-juvenile			X	X			
Assault and battery juvenile-on-staff (any location)		X	X	X			
Assault and battery on any other person (not juvenile or staff)		X	X	X			
Battery by/to a juvenile or staff (inappropriate physical contact)							
Blood borne pathogen exposure to any person	X						
Bomb Threat	X		If evacuation				
Closure (temporary or permanent) of any DJJ office/facility/area due to disaster, fire, disease, or other hazard	X		X				
Complicity to an ERMIS Priority 1 event	X						
Complicity to an ERMIS Priority 2 event		X					
Complicity to any violation by a juvenile							
Contraband – possession, use, display, distribution, and/or discovery of any person with illegal drugs, alcohol, or substances containing alcohol	X		X				
Contraband – possession, use, display, distribution and/or discovery of any person with prescribed medication, pornography, and/or money		X	X				
Contraband – possession, use, display, distribution, and/or discovery of any type of weapon	X		X				
Creating a health, safety, or fire hazard							
Damaging, defacing, or destructing of any property			X				
Damage of employee, intern, volunteer, guest, visitor personal property/vehicle while on DJJ property		X					

Type and Description of Event Required to be reported using the DJJ Event Report (Form I-3.2A)	ERMIS Priority 1	ERMIS Priority 2	Performance- Based Standards	Legal Office Report	Juvenile Major Rule Violation		Use of Force
Death of a juvenile, employee, or any person in a DJJ facility, contracted facility, while on DJJ owned or contracted property, and/or while in the custody of DJJ staff, or while at community activities or appointments	X		X				
Disorderly Conduct by a juvenile							
Disrespect by a juvenile							
Disturbances within, in, or around a DJJ facility, office, or area	X						
Drugs – allegations of possession, use, and/or distribution of drugs or other type of drug involvement by DJJ staff, juvenile, or other person providing services to DJJ	X						
Escaping/attempting to escape/conspiring to escape from detention, evaluation center or other secure facility, group home, wilderness program, mental health, mental retardation, or other similar community residence program, or while during transport, escort or while on community activities or appointments	X		X				
Fight with injury (serious)			X	X			
Fight without injury			X	X			
Fire equipment use or accidental discharge		X					
Fire of any type or size on DJJ owned or contracted property	X		X				
Fire safety code hazard and/or violation	X						
Forgery/fraud							
Gang activity involving juveniles and/or staff		X					
Horseplay with or without injury or with potential to cause injury				X			
Hostage situation	X		X				
Inappropriate physical contact (Juvenile with another person)							
Inappropriate relationship with juvenile (Employee or any other person not a juvenile)	X						
Indecent exposure							
Injury (*SERIOUS) to any person (juvenile, employee, other) while on DJJ property/contracted property that requires medical treatment by a doctor, nurse practitioner, or emergency medical technician	X		X				
Injury to any person (juvenile, employee, other) while on DJJ property/ contracted property that does not require medical treatment or that requires minor medical treatment (not required to be administered by a doctor, nurse practitioner, or emergency medical technician)		X	X				
Making a false statement to or against another person							
Medication theft/loss – controlled medication	X						
Medication theft/loss – non-controlled medication							
Medication reaction							
Misconduct (Employee or other person not a juvenile) - misuse of State property or funds, fraud, release of confidential information, photographing juveniles, Internet, falsification of information, failure to report information, giving/receiving gifts from juvenile and/or juvenile's family members		X					
OC Spray intentional discharge (see Use of Chemical Force)	X						
OC Spray accidental discharge		X					

Type and Description of Event Required to be reported using the DJJ Event Report (Form I-3.2A)	ERMIS Priority 1	ERMIS Priority 2	Performance- Based Standards	Legal Office Report	Juvenile Major Rule Violation		Use of Force
Out of place							
Policy violation not otherwise listed on this document							
Quarantining of any DJJ state owned or contracted property of area due to disease	X		X				
Refusing to obey verbal or written instructions							
Relocation of a living unit of juveniles for any reason	X	X					
Riot – engaging in a major riot	X						
Riot – inciting a major riot	X						
Romantic relationship – allegation of consensual romantic relationship between any person and a juvenile or a juvenile and juvenile	X						
Security equipment theft/loss (key, lock, radio, ammunition, state cell phone, restraint device, suicide kit)	X		X				
Security violation at any DJJ location by any person (not a juvenile)							
Self-mutilation							
Sexual assault of any type involving any person while on State owned or contracted property, or while under the custody of DJJ	X		X	X			
Sexual misconduct or other sexual acting out misbehavior, not including indecent exposure		X					
Staff-on-Juvenile sexual harassment			Founded Case				
Staff-on-juvenile sexual misconduct			Founded Case				
Stealing/possession of stolen property			X				
Suicide (actual) or serious suicide attempt	X		X				
Surveillance equipment tampering/destroying by any person		X					
Threat – serious to employee on or off-duty		X					
Threatening conduct							
Tool theft/loss		X	X				
Under the influence of illegal drugs, alcohol or other substance (not juvenile)		X					
Under the influence of illegal drugs, alcohol or other substance (juvenile)							
Unauthorized property – possession, use, distribution, and/or discovery							
Use of chemical force	X		X				H- 2.12B
Use of physical force		X	X				H- 2.12A
Utility loss for more than 2 hours (heat, water, air, telephone)							
Vehicle accident (personal occurring on DJJ property)		X					
Vehicle accident (state vehicle at any location)	X						
Vehicle theft (personal occurring while on DJJ property)	X						
Vehicle theft (state vehicle at any location)	X						
Vehicle traffic violation while operating a state vehicle at any location							
Visitor termination			X				
Workplace violence	X		X				