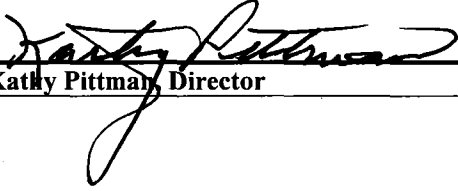


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES**

Subject: REPORTING OR DOCUMENTING EMPLOYEE INCIDENT	Policy Number: 5
Number of Pages: 2	Section:
Attachments: A. Serious Incident Report	Related Standards & References:
Effective Date: 10-1-11	Approved:  Kathy Pittman, Director

I. POLICY

All employee incidents must be documented on the Serious Incidents Report.

Serious Incident involves youth that are under the purview of the court. Types of incidents that should be reported on the Serious Incident Report include but are not limited to the incidents specified on the report. Also anything that would result in media coverage or that will be brought to State Office attention should be included. This report should be submitted to your Regional Supervisor within 24 hours of being notified of the incident.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

Incident – An occurrence or event that interrupts normal procedure or precipitates a crisis involving an employee or youth.

III. PROCEDURE

- A. Once a serious incident occurs, the MDHS, Community Services employee is responsible to immediately contact their Regional Director.
- B. The employee is responsible then to complete a serious incident report form.
- C. The serious incident report form must be completed and forwarded to your Regional Director or Immediate Supervisor within 24 hour of being notified of or involved in the incident.

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D. The Regional Director is responsible to forward the report immediately to the Community Services Director.