

Detention Incidents

This area allows you to create incident reports in the system.



- Detention incidents during stay Top						Add
Incident Date	Type	PREA	Finding	Determination	Role	
11/1/2020	Inappropriate language				Agressor	
10/17/2020	Self harm, including attempts		Confirmed	Founded (more likely than not it occurred)	Victim	

To add an incident - click the **Add** link at the end of the line. This will take you to the **Detention Incident Detail** screen.

To edit an incident - click the **Incident Date** link on the incident you wish to edit or add more information.

To Add a Detention Incident

This is where you can start recording the incident as it works its way through the process.

Detention Incident Detail

[Click a new entry](#)

Incident type:*

Location:

Investigation: Start date: End date:

Finding:

Investigator:

Supervisor determination:

Administrative review date:

Retaliation followup end: Date: Reason:

Notes:


- **Incident Type** – Select the appropriate type.
- **Location** – Specify where this incident occurred.
- **Investigation** –
 - **Start Date:** Add the Start date.
 - **End Date:** You will add the end date when the investigation concludes.
 - **Finding:** Select the appropriate finding when the investigation concludes.
 - **Investigator:** Type the name of the person investigating.

- **Supervisor determination** – After the investigation, the supervisor can review and make a determination.
- **Administrative review date:** Enter the date of the review.
- **Retaliation followup end:**
 - **Date** -
 - **Reason** - Select the appropriate reason.
- **Notes** – type the details of the incident.

Click the **Update** button to save your work.

Names associated with the incident

This area gives you an opportunity to list everyone who was involved or witnessed the incident.



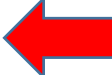
- Names associated with the incident						Add
Name	Role/ Description	Staff	Injured	Mechanical Length	Physical Length	Isolation Length

To add an incident name - click the **Add** link at the end of the line.

Click the **Get name** button to do a name search and find the first person associated with the incident.

Detention Incident Name Detail 2020-11-0002 on 11/1/2020 11:04:03 AM

new entry.

Person: 

Finish filling out the information about Laura.

Detention Incident Name Detail
2020-11-0002 on 11/1/2020 11:04:03 AM

This is a new entry.

Person: **Laura Ingalls (1)**
 Staff Injured

Role: **AGR - Agressor** ▼

Description: **She used inappropriate language**

Mechanical restraint: Start date: End date:

Physical restraint: Start date: End date:

Isolation: Start date: End date:

DCS referral: Date: Operator ID:

Staff:

Agency referral: Date: Report number:

Agency: **-- Select --** ▼

Staff:

Treatment: Date: Offsite?

Location:

Accompanying staff:

Sex assault nurse examiner:

Sex assault forensics examiner:

Click the **Update** button to save your work.

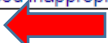
Add all names and their roles.

Person: **Mary Ingalls (4)**
 Staff Injured

Role: **VIC - Victim** ▼

Description: **She was spoken to inappropriately.**

Mechanical restraint: Start date: End date:

- Names associated with the incident							Add
Name	Role/ Description	Staff	Injured	Mechanical Length	Physical Length	Isolation Length	
Laura Ingalls (1)	Agressor She used inappropriate language	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0
Mary Ingalls (4)	Victim  She was spoken to inappropriately.	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0
Scott Schwing	Witness Was in cafeteria and witnessed exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>		0	0	0

As you interview the people associated with the incident, you can add their statements to their names. Click on the Role of the person to whom you wish to add information.


You can fill out any new information on the details of the incident or add notes.

- Notes		Add
11/3/2020 2:09:58 PM	Spoke with Mary about what happened. She was very upset with her sister. She was emotional. She thinks Laura hates her.	



Note Detail

2020-11-0002 on 11/1/2020 11:04:03 AM
Mary Ingalls (File# 4)

Note date/time: 

Notes:

Spoke with Mary about what happened. She was very upset with her sister. She was emotional. She thinks Laura hates her.

Click the **Update** button to save your work.

List Detention Incidents

To see all incidents, click on **Menu | Detention | Detention Incidents:**

List Detention Incidents

If you want to see incidents for someone that isn't a user, use the Lookup button

Incident on or after: <input type="text" value="10/1/2020 11:20:56 AM"/>	Incident on or before: <input type="text"/>	IncidentType: <input type="text" value="-- Select --"/>
Investigation finding: <input type="text" value="-- Select --"/>	Supervisor determination: <input type="text" value="-- Select --"/>	Retaliation end reason: <input type="text" value="-- Select --"/>
<input type="checkbox"/> Still open	<input type="checkbox"/> PREA	<input type="checkbox"/> Staff involved
<input type="checkbox"/> Injury involved	<input type="checkbox"/> Victim involved	<input type="checkbox"/> Witness involved
<input type="checkbox"/> Mechanical restraint involved	<input type="checkbox"/> Physical restraint involved	<input type="checkbox"/> Isolation used
<input type="checkbox"/> DCS referral	<input type="checkbox"/> Agency referral	<input type="checkbox"/> Treatment needed
User ID: <input type="text"/>		

Date	Type	PREA	Invest Len	Finding	Supervisor Determination	Admin Review	Followup End	Mech Len	Phys Len	Iso Len	DCS	Agy	Trt
Add a new detention incident													
10/17/2020	Self harm, including attempts	N	1440	Confirmed	Founded (more likely than not it occurred)	10/19/2020							
					Laura Ingalls (1) - Victim (Cut her wrists with a pencil); injured			0	0	0	N	N	Y
11/1/2020	Inappropriate language	N			Laura Ingalls (1) - Agressor (She used inappropriate language)			0	0	0	N	N	N
					Mary Ingalls (4) - Victim (She was spoken to inappropriately.)			0	0	0	N	N	N
					Scott Schwing - Witness (Was in cafeteria and witnessed exchange); staff member			0	0	0	N	N	N
Total Matches: 2													

You can specify which incidents you would like to see by selecting certain criteria, then clicking the **Submit** button.

To get into a specific incident, click on the **date** of the incident you wish to view.