

Probation Training
Incident Report Writing
The Essential Skill for Every
Juvenile Justice Professional



PARTICIPANT GUIDE

Juvenile Justice Training Academy

Texas Juvenile Justice Department

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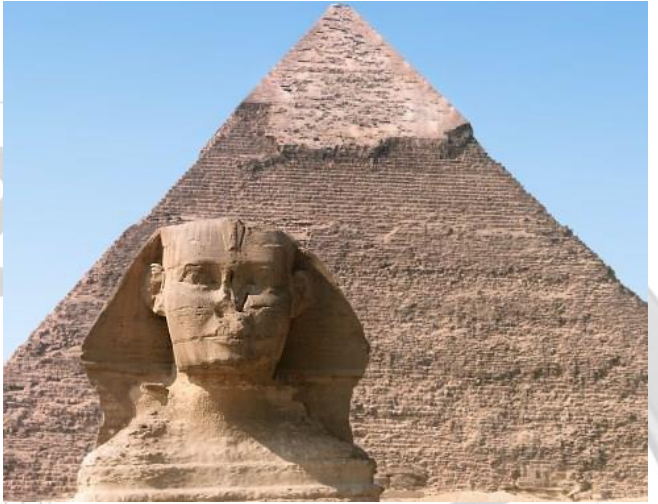
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Activity

If it isn't
documented,
it didn't
happen!



The span of ancient history began with the invention of writing in about 3100 BC and has lasted for more than 35 centuries. Mankind existed long before the written word, but writing made the keeping of a historical record possible.



What did you do this Morning?



Performance Objectives

By the end of this presentation participants will be able to:

- Understand the purpose of Incident Report Writing
- Understand the characteristics of a good Incident Report
- Answer all the poll questions correctly



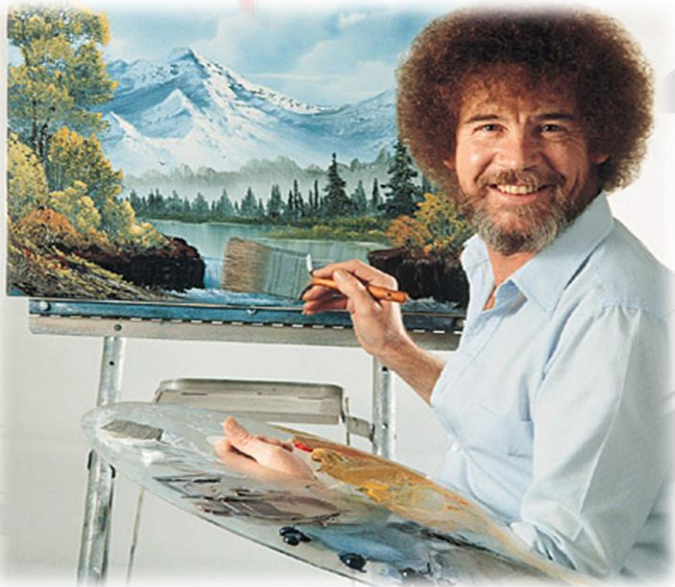
Purpose of Incident Report Writing

- Begin or continue investigations
- Inform _____ of an incident(s)
- _____ consequences
- Assist in treatment/ document behavior
- Refresh _____

What should be documented...

According to TJJJ standards 343.806 an incident report concerning all restraints except for those referred to in 343.818 must include at a minimum the following:

- (1) the name of the resident;
- (2) the staff member(s) name and title(s) who administered the restraint;
- (3) the date of the restraint;
- (4) the duration of each type of restraint, including notation of the time each type of restraint began and ended;
- (5) the location of the restraint;
- (6) the description of the preceding activities;
- (7) the behavior which prompted the initial and the continued restraint of the resident;
- (8) the type of restraint(s) applied;
 - (A) the specific type of personal restraint hold applied;
 - (B) the type of mechanical restraint device(s) applied; and
 - (C) the type of chemical restraint(s) utilized;
- (9) de-escalation efforts as well as all restraint alternatives attempted; and
- (10) whether or not any injury occurred during the restraint and the description of the injury.



Who will see this...



Possible Traps

Activity

How good is your handwriting?

Write the sentence below using the following styles: All Caps, Cursive and Print. This will test which style is the most legible for you.

My goal is to have hand writing that is legible.

ALL CAPS

Cursive

Print

Pick one that you believe is the easiest for others to read and stick with that for any document that you have to complete. Remember if “I cannot read it , it didn’t happen!”

Things to consider for a Good Incident Report

Accurate

Specific

Clear

Factual

Opinion Quiz

The youth was cooperative and helpful.

F or O

The youth was going to hit his peer in the head.

F or O

The youth was drunk.

F or O

Opinion Quiz

- The youth was going to kick her peer. F or O
- His parents were angry at visitation. F or O
- John was born May 20, 1998. F or O
- That youth acted out of control and threw a book at staff. F or O
- Youth Smith spat in my face. F or O
- Youth Thomas was having a good day. F or O
- All the youth were involved in the riot. F or O
- Youth Williams raised his right arm above his head. F or O

Things to consider for a Good Incident Report

Objective

Credibility



Things to consider for a Good Incident Report

Complete

Grammatically Correct

Let's eat grandma!



Let's eat, grandma!

**PUNCTUATION
SAVES LIVES!**

YOU'RE
YOUR
THEY'RE
THEIR
THERE
WE'RE
WERE
WHERE
THEN
THAN
TWO
TO
TOO

YOU ARE.
IT BELONGS TO YOU.
THEY ARE.
IT BELONGS TO THEM.
A PLACE.
WE ARE.
PAST TENSE OF "ARE."
A PLACE.
A POINT IN TIME.
A METHOD OF COMPARISON.
THE NUMBER 2.
INDICATES MOTION.
ALSO OR EXCESSIVELY.

Commonly Misspelled Words

Appropriate	Assault	Behavior
Camera	Correctional Officer	Counsel
Counseling	Cursing	De-escalate
Describe	Discussion	Disrespectful
Disruption	Escort	Fighting
Primary	Hostile	Inappropriate
Inciting	Injury	Intervene
Intervention	Permission	Radio
Referral	Refuse	Refused
Request	Restraint	Handle with Care

Common Homonyms

Words that sound the same but are spelled differently.

affect/effect	ate/eight	bare/bear	by/buy/bye
died/dyed	dear/deer	grown/grown	
hall/haul	heal/heel	know/no	lead/led
lie/lye	mall/maul	meat/meet	moan/mown
not/knot	pane/pain	pray/prey	read/reed
real/reel	right/write	role/roll	sail/sale
scene/seen	sea/see	soar/sore	son/sun
straight/strait	stair/stare	their/there/they're	
to/too/two	vary/very	ware/wear/where	
week/weak	wood/would	you're/your	

Things to consider for a Good Incident Report

Concise

Well Organized

Light on Abbreviations

The Beginning

Think Before you Add...

Policy, Procedure and Standards

Any Questions...

Thank you for your attendance today it is very much appreciated. We hope you see the value in the training we provided today. Please help us to provide similar high quality training experiences in the future by completing the evaluation and providing any comments and suggestions.

Have a great day and thanks again for your participation!