

Chapter: Internal Reporting and Incident Response	Effective Date: 3/15/15
Title: Critical Incident Review Committee	Page: 1 of 2
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(a) **Policy.**

The Texas Juvenile Justice Department (TJJD) convenes an internal committee to conduct a review of certain critical incidents. The committee determines whether any systemic issues contributed to the incident and recommends corrective action where necessary.

(b) **General Provisions.**

- (1) The critical incident review committee must review the following types of incidents:
 - (A) death of a youth placed in a facility operated by TJJD or under contract with TJJD;
 - (B) death of an on-duty staff member;
 - (C) suicide attempt that is life-threatening and/or results in hospital admission by a youth placed in a facility operated by TJJD or under contract with TJJD;
 - (D) escape from a secure facility or during transport to a secure facility;
 - (E) hostage situation; and
 - (F) any other incident deemed appropriate by the executive director or designee.
- (2) Members of the critical incident review committee include:
 - (A) director of monitoring and inspections (chairperson);
 - (B) designee of the senior director of state programs and facilities;
 - (C) designee of the chief of staff;
 - (D) designee of the medical director;
 - (E) director of administrative investigations or designee;
 - (F) chief inspector general or designee; and
 - (G) any other staff member the chairperson determines is necessary for a thorough review.
- (3) A designee of the general counsel performs a legal review of documents and/or recommendations provided by the committee.
- (4) A review by the critical incident review committee is separate from any official investigation and from any medical, psychiatric, or nursing peer review.

(c) **Procedures.**

- (1) The **chairperson** assesses each critical incident listed in (b)(1) above to determine if an accelerated review by the committee is necessary for expedited agency action.
- (2) Within 30 days after the incident:
 - (A) the **chairperson** ensures the Monitoring and Inspections Division prepares a preliminary report;
 - (B) **a designated staff member from the Monitoring and Inspections Division:**
 - (i) conducts an on-site visit at the facility where the incident occurred;

- (ii) conducts interviews to review the circumstances of the incident, if necessary;
 - (iii) collects and reviews relevant documentation, such as incident reports, treatment plans, and training/personnel records;
 - (iv) reviews relevant policies and procedures;
 - (v) examines video of the entire incident, including events leading up to and following the incident; and
 - (vi) completes applicable sections of the Critical Incident Review Committee Preliminary Review form, [CCG-600](#); and
- (C) the **chairperson**:
- (i) provides the CCG-600 to the chief local administrator (CLA) from the affected facility for review and comment; and
 - (ii) provides the CCG-600 to the committee members;
- (3) The **CLA from the affected facility**:
- (A) reviews the CCG-600 and related documents;
 - (B) completes the Chief Local Administrator Review section of the CCG-600; and
 - (C) provides the committee with any additional documents that may be necessary for the review.
- (4) Within 90 calendar days after the incident, the **committee members**:
- (A) review the circumstances and precipitating factors surrounding the incident;
 - (B) review any relevant documentation such as incident reports, treatment plans, training/personnel records, and facility procedures;
 - (C) review any relevant medical and/or psychiatric factors provided by the medical director's designee;
 - (D) provide any additional documents essential to the committee's review;
 - (E) request any other written or verbal information as determined appropriate;
 - (F) determine if the facts indicate the presence of facility-wide or system-wide issues or deficiencies;
 - (G) document all best practices identified during the committee's review; and
 - (H) recommend possible improvements in areas such as:
 - (i) employee training;
 - (ii) policies and/or operational procedures;
 - (iii) physical plant; and/or
 - (iv) program services.
- (5) The committee presents its written report at the next safety and security advisory team meeting (i.e., periodic cross-divisional meeting held by the Office of Inspector General).
- (6) The safety and security team considers the recommendations of the critical incident review committee and determines whether the recommendations will be implemented.
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