



Transmittal Memo

TO: TJJJ Staff
FROM: Executive Office, Policy and Standards Section
SUBJECT: GAP Transmittal
DATE: August 18, 2023

Please be advised that changes have been made to the General Administrative Policy (GAP) Manual. These changes will go into effect on **September 1, 2023**.

Summary of Changes

GAP.07.03 Incident Reporting

DEFINITIONS

- Added a new critical incident category for assault by more than one youth on another youth or staff.
- Clarified that escape or *unauthorized absence* is a critical incident.
- Moved the following from the list of serious incidents to the list of critical incidents:
 - sexual harassment of youth by other youth, as defined in GAP.380.9337;
 - sexual harassment of youth by staff, contractor, or volunteer, as defined in GAP.380.9337;
 - hospital admission of youth for any reason;
 - off-site emergency medical treatment of youth for any reason;
 - emergency administration of psychotropic medication;
 - discovery of a weapon or item adapted for use as weapon in residential facility (also added ammunition); and
 - any of the following youth injuries that were not clearly accidental: eye injury; broken bone; loss of consciousness; loss of tooth or portions of tooth; cut requiring tissue adhesive or stitches; internal injury; eardrum injury; serious wound involving loss of skin or hair; joint injury; extensive welts and bruises; concussion diagnosed by a medical provider.
- Added a new serious incident category for reason to believe a parolee is in possession of any weapon, firearm, explosive device, or ammunition or has attempted to possess one of these items.
- Added a new serious incident category for emergency medical treatment of a parole officer resulting from an assault while on duty.
- Added that, in TJJJ institutions, the term Chief Local Administrator means the superintendent or *serious incident administrator* (rather than administrative duty officer).
- Clarified the following in the definition of Life-Threatening:
 - wheezing or anaphylaxis are examples of severe respiratory distress; and
 - *severe bleeding (i.e., streams or spurts)* is one example of a life-threatening incident.

NOTIFICATIONS

- Clarified that, in TJJJ institutions, any staff member who witnesses a critical or serious incident or who has reasonable cause to believe that a youth has been a victim of abuse, neglect, or exploitation must notify:
 - the IRC by telephone immediately; and
 - the campus shift administrator by radio immediately after calling the IRC.
- Added that, after receiving notification, the campus shift administrator notifies the chief local administrator by telephone.

- Added that, for halfway houses, parole, and contract care, any staff member who witnesses a critical or serious incident or who has reasonable cause to believe that a youth has been a victim of abuse, neglect, or exploitation must notify:
 - the IRC by telephone immediately; and
 - the chief local administrator by telephone immediately after calling the IRC.
- Added that the chief local administrator is required to do the following after being notified of a critical or serious incident or an abuse/neglect/exploitation allegation:
 - ensure the campus shift administrator is notified of the incident so it can be recorded on the Campus Shift Administrator Report, CCF-420; or
 - ensure the senior JCO on duty is notified of the incident so it can be recorded on the Halfway House Shift Log, HWH-120.
- Specified that the *chief inspector general or designee* is who determines whether an incident other than staff sexual contact or serious bodily injury caused by staff needs to be immediately communicated by email to TJJJ administrators. This now applies to critical *or serious* incidents (rather than only critical incidents).

CRITICAL INCIDENT DEBRIEFING

- Added that debriefings must be held no later than the following time frames, except as noted in the next two bullet points:
 - TJJJ-operated institutions: 72 hours after the chief local administrator is notified of the incident.
 - Parole settings and TJJJ-operated halfway houses: 3 business days after the chief local administrator is notified of the incident.
 - Contract-care facilities: 3 business days after the case management coordinator is notified of the incident.
- Added that, if OIG advises that a debriefing would interfere with an investigation, the debriefing is postponed until the first business day after 7 calendar days have elapsed (or earlier, if OIG determines the debriefing can proceed). However, if OIG advises that a debriefing held beyond 7 calendar days would still adversely affect an investigation, the chief local administrator and OIG investigator must work together to determine when the debriefing can proceed.
- Added that, if OIG assigns a PREA-related allegation to non-OIG staff for an administrative investigation, the debriefing is postponed until the first business day after 7 calendar days have elapsed (or earlier, if the investigator determines the debriefing can proceed without adversely affecting the investigation).
- Clarified that, in contract-care settings, the TJJJ case management coordinator *ensures the contract facility staff holds the debriefing* (rather than personally coordinating the debriefing).
- Added that, for life-threatening incidents in institutions, the chief local administrator ensures the *executive director or designee* (rather than deputy executive director for state services or designee) is notified in advance of the date/time of the debriefing.
- Added that, for life-threatening incidents in halfway houses and contract-care facilities, the chief local administrator ensures the *deputy executive director for probation, reentry, and community services or designee* (rather than deputy executive director for state services or designee) is notified in advance of the date/time of the debriefing.
- Added that each debriefing must include a review of video from body-worn and overhead cameras, if available.
- Deleted the two debriefing forms (CCF-355 and CCF-355p). Debriefings will now be documented on the new combined serious incident and debriefing forms:
 - Serious Incident and Debriefing Report (Institutions), CCF-352;
 - Serious Incident and Debriefing Report (Halfway Houses), CCF-351;
 - Serious Incident and Debriefing Report (Parole), CCF-350; or
 - Serious Incident and Debriefing Report (Contract Care), CCF-353.
- Added that the director of halfway houses and contract placements or designee sends a copy of completed CCF-353 forms to the distribution list noted on the form.
- Added that the safety officer (for institutions) or assigned risk management specialist (for all other locations) reviews the debriefing form and follows up as necessary on corrective actions or any identified physical plant deficiencies.

CENTRAL OFFICE REVIEW TEAMS

- Added a new section that replaces GAP.07.07 (Critical Incident Review Committee). The new section describes how and when a centralized review team is convened to review certain very serious incidents for systemic issues and to recommend corrective action as necessary.

OTHER CHANGES

- Clarified that *reasonable* cause to believe a youth has been a victim of abuse, neglect, or exploitation requires notifying the IRC and chief local administrator.
- Removed the requirement for referring policy violations involving the safety and security of youth to the Administrative Investigations Department. *All* policy violations will generally be referred to the appropriate division for resolution, *but may also be referred to OIG for investigation*.
- Specified that only the regulation and safety manager (but not the security case manager) may designate another staff member to grant a 30-minute extension to the initial deadline for staff to submit a completed CCF-225 form.

GAP.07.07 Critical Incident Review Committee - **REPEAL**

- This policy established an internal committee to review certain critical incidents that may occur agency-wide and to identify any systemic issues involved.
- This policy has been replaced by the new section in GAP.07.03 that addresses the formation of Central Office review teams.