

The staff listed below will be notified through the chain of command if there is a critical incident occurs in a DJJ facility, program, or while the youth is in the physical custody of DJJ and requires notification to the Deputy Commissioner.

<b>CHAIN OF COMMAND NOTIFICATION: Deputy Commissioner Level</b>
Facility Director;
Facility and Community Regional Administrator;
Assistant Deputy Commissioner of Secure Campuses and/or Assistant Deputy Commissioner Regional Youth Detention Centers; and
Deputy Commissioner of Secure Facilities.
Assistant Commissioner;

The staff listed below will be notified through the chain of command if the incident requires notification to the Commissioner.

<b>CHAIN OF COMMAND NOTIFICATION: Commissioner Level</b>
Facility Director;
Facility and Community Regional Administrator;
Assistant Deputy Commissioner of Secure Campuses and/or Assistant Deputy Commissioner Regional Youth Detention Centers
Deputy Commissioner of Secure Facilities
Assistant Commissioner; and
Commissioner.
<b>If youth is deceased also contact the following:</b>
Deputy Commissioner of Community Services;
Assistant Deputy Commissioner of Community Services;
Deputy Commissioner of Support Services;
Medical Director;
Director of the Office of Behavioral Health Services;
Director of Investigations;
Office of Communications;
Director of Legal Services;
Community Case Manager;
Parents/legal guardians; (The facility Director will coordinate

prompt notification of the parent/guardian with the community case manager and District Director.)
District Director;
Local coroner;
Local law enforcement officials; and
Georgia Bureau of Investigation (GBI), who will be in charge of the investigation.

<b>Notification to the respective Deputy Commissioners should include the following information:</b>
Staff and youth involved;
Type of Incident;
Date/Time of incident;
Location of the incident;
Highest injury severity rating;
Any injuries to staff, youth, or visitors, (If applicable);
Staff injuries necessitating outside medical care;
Disposition: BI, charges filed (if applicable);
CCTV and Hand Held Camera: description of footage;
Details surrounding the Incident; and
Investigator Notified and/or assigned (the Director/Designee or ADO should make this notification)