



Date: August 1, 2016

TRANSMITTAL 16-10

TO: DJJ Staff

**FROM: Avery D. Niles
Commissioner**

The following revised attachment has been approved by Commissioner Niles. You may access this attachment by clicking on the link below. If the link does not work, you can access the attachment directly from the DJJ policy page.

The Facility / Program / Office Director will ensure that all staff are familiar with the contents of the policy manual and receive any training needed to implement the policies and local operating procedures within 30 days of the policy's effective date. (See DJJ 1.4, Establishment and Maintenance of DJJ Policies)

DJJ 8.5, Attachment H: SIR Codes Guide - This attachment replaces attachment currently available in the intranet with revision date of January, 2015. The revisions made to the attachment were necessary for congruency with current policies and procedures.

Updates include:

- B6P – Additional information added to definition: *Incidents that are reported to be consensual by youth that are 16 years and older, should NOT be reported to DFCS.*
- D1P, D2P, D4P, D6P – Injury severity Ratings for self-harm increased to *ISR 5* for incidents requiring investigation by the Office of Investigations.
- F1P– Commissioner Notification requirement increased to *ISR 5* for youth on youth assaults. Also, verbiage updated to reflect: *Altercation results in serious disruption to facility operations.*
- F2P – Commissioner Notification verbiage updated to reflect reporting of: *Injury to an officer requires Emergency Medical attention.*
- F7P – *New code: Behavior Infractions.* This code allows the tracking of Behavioral Infractions (formerly Disciplinary Reports) via the Special Incident Report.
- G2P – Employee misconduct verbiage updated by removal of: *hinders an employee's ability to fulfill the departmental responsibilities in a professional or ethical manner.*
- G2P, G3P – Removal of Commissioner notification for incidents likely to result in adverse action, *formerly noted as Decision Making Leave, (e.g., Involuntary demotion and termination).*

- G5P – Contraband definition updated to reflect: *Only “hard contraband” possessed by a youth or located within a facility should be reported. Example included in definition.*
- G9P – Addition of a requirement to: *provide updates regarding gang intelligence to the Office of Investigations.*
- G10P – *New code: Improper Performance of Duties.* This code tracks inadvertent failures regarding job duties. This code will only be added by the Office of Investigations.
- H4P – Number of youth involved in a group disturbance has *increased to 5 or more. ISR for investigation of a group disturbance increased to 4 or more. Commissioner notification updated to include reporting of altercations resulting in serious disruption to facility operations and outside medical treatment (ISR 5).*
- H5P, H6P – Commissioner Notification updated to reflect: *any major damage to infrastructure or mechanical failures that creates a substantial security risk.*
- K1P – Commissioner Notification *increased to 5 or more* for youth accidental injury.
- P1P, P2P, P3P – Physical Intervention Technique updated to reflect *Use of Force* based on update of DJJ Policy 8.30 (Use of Force Continuum).
- P6P – Aggravated Active Aggression Response updated to reflect *Use of Deadly Force. Director of Investigations or Commissioner will notify GBI for investigation.*
- PY3 – Commissioner Notification removed.
- PS2, PS3, PS4 – Commissioner Notification updated to reflect *reporting thru chain of command to Commissioner in morning report.*

Local Policy Coordinators:

- Please ensure that the policy manuals in your program are updated accordingly and that staff who do not have daily access to the internet receive this information.
- The DJJ Intranet Local Operating Procedure Guidelines should be used in the development of local operating procedures.
- As a reminder, per DJJ 1.4, Establishment and Maintenance of DJJ Policies, local operating procedures can never instruct staff to disregard official policy or give instructions that are in conflict with official policy.