

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES**

<b>Subject:</b> <b>REPORTING OR DOCUMENTING EMPLOYEE INCIDENT</b>	<b>Policy Number:</b> <b>5</b>
<b>Number of Pages:</b> <b>2</b>	<b>Section:</b>
<b>Attachments:</b> <b>A. Serious Incident Report</b>	<b>Related Standards &amp; References:</b>
<b>Effective Date:</b>  <b>June 1, 2012</b>	<b>Approved:</b>   <hr/> <b>James Maccarone, Director</b>

**I. POLICY**

All employee incidents must be documented on the Serious Incidents Report.

Serious Incident involves youth that are under the purview of the court. Types of incidents that should be reported on the Serious Incident Report include but are not limited to the incidents specified on the report. Also anything that would result in media coverage or that will be brought to State Office attention should be included. This report should be submitted to your Regional Supervisor within 24 hours of being notified of the incident.

**II. DEFINITIONS**

As used in this policy and procedure, the following definitions apply:

Incident – An occurrence or event that interrupts normal procedure or precipitates a crisis involving an employee or youth.

**III. PROCEDURE**

- A. Once a serious incident occurs, the MDHS - Division of Youth Services, Community Services employee is responsible for immediately contacting their Regional Director.
- B. The employee is responsible then for completing a Serious Incident Report (SIR) form.

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- C. The Serious Incident Report form must be completed and forwarded to your Regional Director or immediate supervisor within 24 hours of being notified of or involved in the incident.
- D. The Regional Director is responsible for forwarding the report immediately to the Community Services Director.