



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE VOLUSIA REGIONAL JUVENILE DETENTION CENTER FACILITY OPERATING PROCEDURES

<b>Detention Center Superintendent</b>  Paul Finn	<b>Date:</b>	<b>Section:</b> Chapter One Program Management, Leadership, and Community Relations
<b>Subject:</b> Incident Reporting		<b>Authority: 1.13</b> DJJ Incident Reporting Policy, Effective 8/21/95, revised 11/2000 DJJ Policy 11.01, Procedure for Conducting Administrative Investigations on and Referring Allegations of Juvenile Youth Abuse, Neglect, and Inappropriate Use of Force, effective 3/13/96. DJJ Policy 1508-03, Protective Action Response (PAR), Revised 6/21/04. FDJJ-8000 Central Communications Center
<b>Purpose:</b>	When an incident occurs an incident report needs to be completed according to Department procedures. Staff need to report identified incidents to the Central Communications Center.	
<b>Procedure:</b>	<ul style="list-style-type: none"> <li>• On June 21, 2004 Secretary Anthony Schembri announced the creation of the Central Communications Center which goes operational July 6, 2004.</li> <li>• The supervisor on duty will call in to the Central Communications Center no later than 2 hours after any reportable incident occurs or within 2 hours of the center learning of the incident and complete the CCC form.</li> <li>• The supervisor will contact the CCC and provide the duty officer with the incident information. The duty officer will provide the facility with an incident number for tracking the report. The supervisor will e-mail the CCC form to the following staff to advise of the report to the Central Communications Center: P. Finn, Supt., J. DeVolentine, Regional Dir., J. Strange-Seale, SMA II, K. McLaughlin, Adm. Asst., B. Riel, Adm. Asst., Rob Syester, Training Liason, I. Terry, ADSII and B. Bennis, ADSII.</li> <li>• The Central Communication Center is available 24 hours a day, 7 days a week at 1-800-355-2280</li> <li>• When an incident occurs that does not meet the CCC reporting requirements, staff are required to submit an in-house incident report.</li> </ul>	