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*Charles L. Appleby IV
Legal Counsel*

March 7, 2016

EMAIL

Director Sylvia Murray
South Carolina Department of Juvenile Justice
PO Box 21069
Columbia, South Carolina 29221-1069
SLMURR@scdjj.net

Dear Ms. Murray,

Thank you for the opportunity to visit the agency with Mr. Austin Smith, Governor's Office Deputy Chief of Staff (Cabinet) on Friday, March 4, 2016. During this visit, we learned about the history of the Event Reporting Management Information System (ERMIS) and were able to make initial determinations about different ways in which information on incidents at the agency can be sorted and searched through ERMIS. Additionally, we learned how different reports and forms, including Event Reports and Grievance Forms, disseminate from individuals to different departments at the agency. Lastly, the agency provided a copy of all the agency's policies and procedures as requested.

For your review, please find a copy of my notes from the visit enclosed. Please let me know, in writing, if there are any concerns with the accuracy of the information in these notes as the Subcommittee members will have copies during the Subcommittee meeting on Thursday, March 10, 2016.

Ms. Elizabeth Hill, General Counsel for your agency, stated the agency would send the Subcommittee the information listed below in bullets by the close of business on Monday, March 7, 2016. Ms. Hill explained during our visit that the material was not ready on Friday because the agency wanted to send all of it at one time along with a letter providing additional context for the information.

- Written statement explaining all the different ways information about incidents at the agency can be sorted and searched electronically;
- Number of dorms and number of units during the last 10 years, by year, in which the dorm or unit has become uninhabitable due to juvenile behavior;

- If not included in an agency policy, list of employees at the agency who receive an Event Report, Unit Conference Form, or Community Conference Form, after the form is initially submitted by the individual who fills out the form, and what the employees who receive the form are required to do with the form and information included therein;
- Written statement explaining all of the different ways information about employee retention can be sorted and searched electronically;
- Copies of all exit interview forms and notes from employees who have left the agency in the last two years;
- Copies of PowerPoints provided during monthly PbS meetings at the agency during the past 12 months;
 - *Ms. Hill clarified that there is PbS orientation for new employees on a monthly basis as well as meetings every two weeks or two months with the PbS coordinators at the different agency facilities.*
- Copies of PowerPoint presentations Ms. Velvet McGowan or others have presented which explain one or more of the following: all of the different PbS reports that can be run from the information in the PbS database; information available in the PbS database; how to enter information in the PbS database; and who at the agency is authorized to enter information in the PbS database; and
- Written statement explaining the role of the different employees in the agency's Office of Inspector General.

Please note the original request provided to you last week is being modified to exclude the copies of videos listed below in bullets. It is our understanding that these videos contain the images of juveniles which need to remain confidential, therefore, I respectfully request you provide that information directly to the State Inspector General.

- Copies of videos from the Friday, February 26, 2016 incident which have actions of juveniles in view, including, but not limited to, videos from Cyprus, the school, police headquarters, the dispensary, and especially the girls dorm;
- Copies of videos from MEC when the teacher was punched on February 11, 2016;
- Copies of videos from the December 19, 2015 incident which have actions of juveniles in view, including, but not limited to, videos from CMU, Cyprus, Holly, Maple, and the school;
- Copies of videos from September 18, 2015 incident which have actions of juveniles in view at Birchwood;
- Copies of videos from September 19, 2015 incident which have actions of juveniles in view, including but not limited to, videos from Magnolia and when juveniles were placed in the vans for transport and escaped;
- Copies of vides from the major incidents in August 2015;

Thank you again for the opportunity to visit the facility last week.

Sincerely,

Signature Redacted

Charles L. Appleby IV
Legal Counsel

cc: The Honorable Wm. Weston J. Newton
The Honorable Kirkman Finlay III
The Honorable William K. Bowers
The Honorable Raye Felder
The Honorable Edward R. Tallon Sr.
Mr. Austin Smith, Governor's Office Deputy Chief of Staff (Cabinet)
Mr. Patrick J. Maley, State Inspector General

Attachment A

Legislative Oversight Committee
staff notes from visit to the
Department of Juvenile Justice on
Friday, March 4, 2016

How an Event at a DJJ Facility is Reported

DJJ Employee who sees an event occur or hears about an event from a juvenile after it occurs:

1) Complete an

a) *Event Report*,

Event Report (see blank copy attached) is sent to the DJJ Office of Inspector General (OIG). Information in Event Reports is maintained in the Event Report Management Information System (ERMIS)

b) *Community Conference Form (CCF)* with *Event Report* attached - major disturbances, or

CCF sent to DJJ Balance and Restorative Justice (BARJ) unit

Event Report sent to DJJ OIG

c) *Unit Conference Form (UCF)* (no Event Report attached) - minor disturbance

UCF sent to DJJ BARJ unit

DJJ Juvenile who sees an event occur or hears about an event:

1) Complete a *Grievance Form* and place it in one of the boxes around campus

Grievance form is sent to the DJJ Juvenile & Family Relations Department. Information on grievances is maintained in a Microsoft Access database.

2) Inform DJJ employee

Parent, volunteer, etc. who sees an event occur or hears about an event:

1) Complete a *Grievance Form* and email it or place it in one of the boxes around campus

Grievance form is sent to the DJJ Juvenile & Family Relations Department. Information on grievances is maintained in a Microsoft Access database.

2) Make anonymous call to the DJJ Office of Inspector General

Staff at the OIG turn the anonymous call into an Event Report or Grievance Form

Additional Notes

- A DJJ policy, which all DJJ employees receive, includes a list of all the types of events an employee (including a teacher, social worker, psychologist, guard, etc.) is required to report. (See copy of policy and list of types of events attached - Note, the list of events in the policy is not the same as how the events are classified, and can be searched, in ERMIS)
- A DJJ employee cannot make an anonymous call to DJJ's Office of Inspector General instead of completing one of the required forms.
- DJJ's Office of Inspector General only investigates criminal activities or violations of agency policy.

Event Reports and Event Report Management Information System (ERMIS)

- **Event Reports**
 - DJJ employees are required to complete Event Reports.
 - Event Reports are completed for:
 - Events an employee sees first hand or is involved in; and
 - Events a juvenile tells an employee about.
 - The types of events for which reports must be created are listed in the agency's policies and range from refusing to obey verbal or written instructions to horseplay with or without injury or with potential to cause injury to hostage situation to death of a juvenile, employee, etc. (see list of types of events in DJJ policy attached.)
 - All Event Reports go to the DJJ Office of Inspector General (OIG).

- ***Are Event Reports the only type of forms completed when incidents occur?***
 - No. There are also the following:
 - Community Compliance Forms must have an Event Report attached because they are for major disturbances. Submitted to the agency's BARJ unit.
 - Unit Compliance Forms do not need an Event Report attached. These are for minor disturbances. Submitted to the agency's BARJ unit.
 - Grievance Forms which are completed by parents, juveniles or other non-DJJ employees. Submitted to the agency's Juvenile & Family Relations Department via email or by dropping the forms in boxes around campus. Katherine Pierson maintains information on all of these in a Microsoft Access database that can be searched.
 - The Juvenile & Family Relations Department determines whether to handle the issue within the Department, or
 - Refer the issue to the OIG by completing and submitting an Event Report.

- ***What terminology does the agency use?***
 - All start as an "event." If the OIG starts investigating it, it is called a "case."

- ***How many Event Reports are there per event?***
 - There may be multiple Event Reports for a single event because each witness will complete a separate Event Report.

Flow of Information - Event Reports

Event Report completed by DJJ employee is sent to Office of Inspector General (OIG)

- On the Event Report the employee classifies it as a Priority 1 or 2 event.
- The only way an employee who submits an event report knows that it went through is if someone in the OIG emails them to confirm. This is not required by policy. In addition, policy does not require the OIG to provide updates on the status of the report to the individual who submitted it.

ERMIS Coordinator or Dispatch officer at the OIG completes Tabs 1-5 in ERMIS

- An ERMIS Coordinator or Dispatch officer at this stage (or the Chief Investigator at the next stage) can change the Priority for an event from a 1 to a 2 or from a 2 to a 1. You cannot sort the ERMIS system by Priority 1 or 2 events, but if an event is made a Priority 1, the OIG informed us the OIG investigator assigned to it, is informed immediately so they can make it a priority.

Chief Investigator at OIG (or 1 other investigator selected by the Chief Investigator) completes Tabs 6-10 in ERMIS

When completing Tabs 6-10 in ERMIS, the Chief Investigator's options are:

Office of Inspector General Investigate	Refer to Juvenile & Family Relations Dept. at DJJ	Refer to Someone on the outside (i.e. local law enforcement, SLED, etc.)	Refer to DJJ Management without investigation
<ul style="list-style-type: none"> • OIG only investigates crimes and violations of agency policies. If the Chief Investigator decides to investigate the case, it is assigned to one of the OIG investigators. OIG has the following #/type of investigators: <ul style="list-style-type: none"> • Criminal Investigators - 3 <ul style="list-style-type: none"> • All of these are Class 1 police officers • 2 have completed Detective School and the other is waiting for an opening in the next class • Internal Affairs (IA) Investigators - 3 • Investigators who can do Criminal or IA - 1 			

- **ERMIS Tabs that appear in the electronic database**

Contain areas for information to be added, in the ERMIS database that must be completed for each Event Report.

- 1) Event Report
- 2) Complainants / Victims
 - Includes information about the complainant, victim and witnesses
- 3) Subjects
 - Includes information about everyone involved (could be same people listed in tab 2)
- 4) Event Description/Response
 - Description of the event and response
- 5) Event UpDates
 - Actions taken after the event
- 6) Contacts
 - Agency staff said this tab is not really used
- 7) Event Reviewer
 - This is the Chief Investigator or the one other person she allows to review reports (typically the person who will be Chief Investigator next)
- 8) Assignments
 - Where the event report is assigned (See 4 options in the chart on the previous page)
- 9) Investigation Details
 - The specific OIG investigator the case is assigned to if the matter stays at OIG
- 10) Event Description
 - Includes Initial Classification (i.e. the Event Classification Type the case is originally assigned) and Final Determination (i.e. the Event Classification determined after the case has been resolved). See list of different Event Classifications attached.
- Print Menu

Note: (1) Those with * below are the ones primarily used and considered the most accurate by DJJ staff; (2) These are the reports the agency can run, which can be exported to excel and then sorted; (3) The system is very slow and it may take a few minutes for the report to appear after it is selected.

- Total classified events* (all of the options provide the same information, just in different formats): (1) By classification; (2) By Department; (3) By Facility; (4) By Offenses; (5) Single Classification
- By Facility*: (1) All Events; (2) All Events (crosstabs); (3) Classified Events; (4) Escapes
- Major/Minor Codes*: (1) Single Facility; (2) All Facilities
- Incident Logs: (1) Single Facility; (2) All Facilities
- Other: (1) Undetermined disposition; (2) Overdue events; (3) Events by investigator
- By Determination: (1) Single classification; (2) All classifications
- Assignment Status: (1) All; (2) Only closed; (3) Only open

- **Potential Searches using ERMIS System**

- Events at all facilities during a certain time period that fall within a certain classification type. (See List of Event Classifications attached)
- All types of events at a facility during a certain time period, with the events sorted by classification type. (See List of Event Classifications attached)

- ***Are Event Classification Types the same as the list of events for which reports must be created in the agency's policies?***
 - No. The Event Classification Types in the ERMIS system are more specific than what is included in the list of events in the agency policies. This is because the list in the agency policies is intended to be more expansive so employees will report as much as possible as opposed to trying to figure out if an event fits within a specific Event Classification Type in the ERMIS system.
 - The Office of Inspector General (OIG) Chief Investigator determines the Event Classification Type based on the information in the event report (see more under Flow of Information)

- **History of ERMIS**
 - Prior to the OIG, the agency had an Office of Juvenile Advocacy. During that time, all information about events at the agency was maintained in an excel document.
 - Mr. Jerry Adger, current director of the Department of Probation, Pardon and Parole, was the first OIG. Mr. Adger wanted to switch from keeping the information in excel to having it in another system. (Mr. Cavanaugh thinks this was around 2001 or 2002). Mr. Adger worked with an outside vendor to custom build the Event Report Management Information System (ERMIS).
 - Ray Cavanaugh is the current OIG. The agency currently still utilizes ERMIS.

- **Technical Notes**
 - ERMIS seems to be a variation of Microsoft Access
 - The reports pulled from ERMIS can be exported to excel and then modified (i.e. sorted, etc.).
 - The agency states they currently do not have a backup for ERMIS and if it crashes, they may not be able to recover the information within it. A representative from the Governor's office was present during the meeting. As soon as he heard this information, he stated they would work with the agency to remedy this problem as he did not think it would be difficult to create backups of the information.

DJJ Office of Inspector General (OIG)

- **History**

- Prior to the OIG, the agency had an Office of Juvenile Advocacy. During that time, all information about events at the agency was maintained in an excel document.
- Mr. Jerry Adger, current director of the Department of Probation, Pardon and Parole, was the first OIG.
- Mr. Adger wanted to switch from keeping the information in excel to having it in another system. (Mr. Cavanaugh thinks this was around 2001 or 2002).
- Mr. Adger worked with an outside vendor to custom build the Event Report Management Information System (ERMIS).

- **Current OIG**

- Mr. Ray Cavanaugh

- **Information received at the OIG**

- Anonymous tips
 - There is an anonymous time line for parents and other non-DJJ employees. Calls that come into this tip line are turned into Event Reports so they can go through the normal process.
 - Pursuant to agency policy, a DJJ employee's obligation to draft an Event Report cannot be substituted by the employee making a call to this tip line.
- Event Reports
 - DJJ employees are required to complete Event Reports.
 - Event Reports are completed for:
 - Events an employee sees first hand or is involved in; and
 - Events a juvenile tells an employee about.
 - The types of events for which reports must be created are listed in the agency's policies and range from refusing to obey verbal or written instructions to horseplay with or without injury or with potential to cause injury to hostage situation to death of a juvenile, employee, etc. (see list of types of events in DJJ policy attached.)
 - All Event Reports go to the DJJ Office of Inspector General (OIG).

- **DJJ Units under the supervision of the OIG**

- (1) Investigators;
- (2) K-9;
- (3) Dispatch;
- (4) Secured Transportation;
- (5) Juvenile Movement/Accountability (i.e. account for all of the juveniles at the DJJ facilities);
- (6) Front Gate (i.e. traffic control unit);
- (7) DJJ Police;
- (8) Camera Monitors (there are 3 camera surveillance monitor employees and 700+ cameras around campus which are used to investigate event reports)

- **Reporting**

- Monthly Incident Log - Provided to upper management once a month
- Accountability Report - The OIG provides an accountability report each month to upper management. The report includes details about what each of the units under his supervision has done during the month. The report does not include the names of any juveniles.

Attachment B

Events DJJ Employees are Required to Report

Included in the agency's policies as an attachment titled,
"Required Event Reporting."

SOUTH CAROLINA DEPARTMENT OF JUVENILE JUSTICE
Required Event Reporting

INSTRUCTIONS: This document is to be used as a referral source to identify the written report(s) required for the specific event. This list includes, but is not limited to, events that must be documented on the DJJ Event Report (Form I-3.2A) and submitted to the Facility/Office Manager for appropriate distribution and action. Additional required reports are identified in the corresponding columns. The employee will determine the type of event based on the description and will submit the report(s) identified.

Type and Description of Event: The events listed and described are required to be reported using the DJJ Event Report. Supervisors should use sound judgment and discretion to determine whether or not an event not listed should be reported.

ERMIS Priority 1 and ERMIS Priority 2: The Office of the Inspector General (OIG) maintains an Event Reporting Management Information System (ERMIS) database to record and track serious events occurring within any location associated with DJJ. Reportable ERMIS events will be assigned to one of two categories, Priority 1 or Priority 2. The reporting time frame will commence when an employee is aware of the event or alleged event. If there is a question as to the priority type of an event, it will be assumed that it is a Priority 1 and a report of the event immediately will be made. If the event warrants a change in priority type, that change will be determined by the OIG and made following report of the event.

Priority 1 events will be reported immediately following knowledge of the occurrence. The Site ERMIS Reporter will immediately call the DJJ Police Dispatch Unit and immediately fax the Event Report to the DJJ Police Section. Priority 2 events will be reported within 24 hours, or the next business day if the event occurs after business hours, on a weekend, or holiday. The Site ERMIS Reporter will fax the Event Report to the DJJ Police Section within 24 hours after the occurrence of the event or the next business day if the event occurred on a weekend or holiday. (Priority 2 events should not be called in unless there is uncertainty about whether the event is Priority 1 or 2.)

Performance-based Standards: Each facility participating in the PbS process will forward those DJJ Event Reports required to be reported to PbS to the PbS Site Coordinator. The Site Coordinator will ensure that the appropriate information on the DJJ Event Report is keyed into the PbS portal.

Legal Office Report: The designated manager at each secure facility will collect and maintain copies of DJJ Event Reports and supporting documentation for incidents of juvenile-on-juvenile horseplay, fight, and assault. A log will be maintained and verified with the Health Services log. The manager will submit the required log to the DJJ Legal Office each month.

Juvenile Violation: Will be reported according to Policy G-9.20, Juvenile Behavior Management and Modification

NOTE: Serious injury is defined at DJJ as an injury that requires medical treatment by a doctor, nurse practitioner, or emergency medical technician.

Type and Description of Event Required to be reported using the DJJ Event Report (Form I-3.2A)	ERMIS Priority 1	ERMIS Priority 2	Performance- Based Standards	Legal Office Report	Juvenile Violations		Use of Force
Any incident that results in a juvenile's mechanical or physical restraint, confinement, or injury (serious or not serious)			X				
Abuse (neglect) allegation of any type of serious neglect of a juvenile (actual or suspected) that involves/requires community medical evaluation or treatment	X		Founded Case				
Abuse (physical) allegation of any type of serious physical abuse (actual or suspected) involving/requiring community medical evaluation or treatment	X		Founded Case				
Abuse (sexual) allegation of a juvenile (actual or suspected) of any degree or nature	X		Founded Case				
Abuse reported to DJJ, but allegedly occurred while the juvenile was under the supervision of any other agency/entity		X					
Abuse (neglect) allegation of any type of neglect where no medical evaluation or treatment was required		X	Founded Case				
Abuse (physical) allegation of any type of physical abuse where a medical evaluation or treatment was not required		X	Founded Case				
Abuse - all other allegations of a staff-on-juvenile abuse that are not previously listed		X	Founded Case				
Accident that results in personal injury to any person		X	X				
Accident that results in any property loss or damage			X				
Arrest of a DJJ employee for criminal activity on or off the job	X						
Arson/attempted arson by a juvenile to any property	X		X				
Assault and battery juvenile-on-juvenile			X	X			
Assault and battery juvenile-on-staff (any location)		X	X	X			
Assault and battery on any other person (not juvenile or staff)		X	X	X			
Battery by/to a juvenile or staff (inappropriate physical contact)							
Blood borne pathogen exposure to any person	X						
Bomb Threat	X		If evacuation				
Closure (temporary or permanent) of any DJJ office/facility/area due to disaster, fire, disease, or other hazard	X		X				
Complicity to an ERMIS Priority 1 event	X						
Complicity to an ERMIS Priority 2 event		X					
Complicity to any violation by a juvenile							
Contraband – possession, use, display, distribution, and/or discovery of any person with illegal drugs, alcohol, or substances containing alcohol	X		X				
Contraband – possession, use, display, distribution and/or discovery of any person with prescribed medication, pornography, and/or money		X	X				
Contraband – possession, use, display, distribution, and/or discovery of any type of weapon	X		X				
Creating a health, safety, or fire hazard							
Damaging, defacing, or destructing of any property			X				
Damage of employee, intern, volunteer, guest, visitor personal property/vehicle while on DJJ property		X					

Type and Description of Event Required to be reported using the DJJ Event Report (Form I-3.2A)	ERMIS Priority 1	ERMIS Priority 2	Performance- Based Standards	Legal Office Report	Juvenile Major Rule Violation		Use of Force
Death of a juvenile, employee, or any person in a DJJ facility, contracted facility, while on DJJ owned or contracted property, and/or while in the custody of DJJ staff, or while at community activities or appointments	X		X				
Disorderly Conduct by a juvenile							
Disrespect by a juvenile							
Disturbances within, in, or around a DJJ facility, office, or area	X						
Drugs – allegations of possession, use, and/or distribution of drugs or other type of drug involvement by DJJ staff, juvenile, or other person providing services to DJJ	X						
Escaping/attempting to escape/conspiring to escape from detention, evaluation center or other secure facility, group home, wilderness program, mental health, mental retardation, or other similar community residence program, or while during transport, escort or while on community activities or appointments	X		X				
Fight with injury (serious)			X	X			
Fight without injury			X	X			
Fire equipment use or accidental discharge		X					
Fire of any type or size on DJJ owned or contracted property	X		X				
Fire safety code hazard and/or violation	X						
Forgery/fraud							
Gang activity involving juveniles and/or staff		X					
Horseplay with or without injury or with potential to cause injury				X			
Hostage situation	X		X				
Inappropriate physical contact (Juvenile with another person)							
Inappropriate relationship with juvenile (Employee or any other person not a juvenile)	X						
Indecent exposure							
Injury (*SERIOUS) to any person (juvenile, employee, other) while on DJJ property/contracted property that requires medical treatment by a doctor, nurse practitioner, or emergency medical technician	X		X				
Injury to any person (juvenile, employee, other) while on DJJ property/ contracted property that does not require medical treatment or that requires minor medical treatment (not required to be administered by a doctor, nurse practitioner, or emergency medical technician)		X	X				
Making a false statement to or against another person							
Medication theft/loss – controlled medication	X						
Medication theft/loss – non-controlled medication							
Medication reaction							
Misconduct (Employee or other person not a juvenile) - misuse of State property or funds, fraud, release of confidential information, photographing juveniles, Internet, falsification of information, failure to report information, giving/receiving gifts from juvenile and/or juvenile's family members		X					
OC Spray intentional discharge (see Use of Chemical Force)	X						
OC Spray accidental discharge		X					

Type and Description of Event Required to be reported using the DJJ Event Report (Form I-3.2A)	ERMIS Priority 1	ERMIS Priority 2	Performance- Based Standards	Legal Office Report	Juvenile Major Rule Violation	Use of Force
Out of place						
Policy violation not otherwise listed on this document						
Quarantining of any DJJ state owned or contracted property of area due to disease	X		X			
Refusing to obey verbal or written instructions						
Relocation of a living unit of juveniles for any reason	X	X				
Riot – engaging in a major riot	X					
Riot – inciting a major riot	X					
Romantic relationship – allegation of consensual romantic relationship between any person and a juvenile or a juvenile and juvenile	X					
Security equipment theft/loss (key, lock, radio, ammunition, state cell phone, restraint device, suicide kit)	X		X			
Security violation at any DJJ location by any person (not a juvenile)						
Self-mutilation						
Sexual assault of any type involving any person while on State owned or contracted property, or while under the custody of DJJ	X		X	X		
Sexual misconduct or other sexual acting out misbehavior, not including indecent exposure		X				
Staff-on-Juvenile sexual harassment			Founded Case			
Staff-on-juvenile sexual misconduct			Founded Case			
Stealing/possession of stolen property			X			
Suicide (actual) or serious suicide attempt	X		X			
Surveillance equipment tampering/destroying by any person		X				
Threat – serious to employee on or off-duty		X				
Threatening conduct						
Tool theft/loss		X	X			
Under the influence of illegal drugs, alcohol or other substance (not juvenile)		X				
Under the influence of illegal drugs, alcohol or other substance (juvenile)						
Unauthorized property – possession, use, distribution, and/or discovery						
Use of chemical force	X		X			H- 2.12B
Use of physical force		X	X			H- 2.12A
Utility loss for more than 2 hours (heat, water, air, telephone)						
Vehicle accident (personal occurring on DJJ property)		X				
Vehicle accident (state vehicle at any location)	X					
Vehicle theft (personal occurring while on DJJ property)	X					
Vehicle theft (state vehicle at any location)	X					
Vehicle traffic violation while operating a state vehicle at any location						
Visitor termination			X			
Workplace violence	X		X			

Attachment C

Event Report Form

This is a blank copy of the Event Report DJJ employees must complete and submit to the DJJ Office of Inspector General.



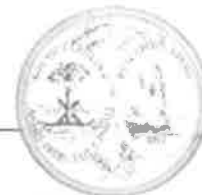
South Carolina

DEPARTMENT OF JUVENILE JUSTICE

Sylvia Murray, Director

P.O. Box 21069
Columbia, SC 29221-1069

www.state.sc.us/djj



Nikki R. Haley
Governor

State of South Carolina

DJJ Event Report

ERMIS INFORMATION:

ERMIS Priority Event? (No/Priority 1/Priority 2)	Reported via Phone/Fax	Date Reported	Time Reported	ERMIS Site Reporter's Name	Title	ERMIS NUMBER

EVENT INFORMATION:

Date of Event	Time of Event	Facility/Office Where Event Occurred					
Date of This Report	Time of This Report	Specific Area within Facility Office Where Event Occurred					
Name(s) of Juvenile(s) Involved	JJMS#(s)	Assigned Facility/Unit	Race	Gender	Age	V=Victim P=Perpetrator W=Witness	** Medical Treatment (See Key)
					1		
Name(s) of Other Person(s) Involved (Not juveniles)	S=Staff V=Volunteer O= Other	Contact Phone #	Race	Gender	Age	V=Victim P=Perpetrator W=Witness	
Description of the Event (This section will expand with typing, as necessary or use supplemental report)							
Evidence, Attached Documents, Other Significant Information							
Print Name of Employee Writing This Report				Title			
Signature of Person Writing This Report				Date			
Signature of Supervisor Reviewing This Report				Date			

** Medical Treatment Information Key:

Serious = Treated by a Doctor, Nurse Practitioner, or Emergency Medical Technician

None= No medical treatment was necessary.

Minor = Aid Treatment (ice pack, bandaid, ointment, etc.)

Refused = Juvenile refused medical treatment (Juvenile signs refusal form with the medical staff)

The South Carolina Department of Juvenile Justice's School District also does not discriminate in any programs or activities on the basis of race, color, national origin, sex, disability or age. The following offices have been designated to handle inquiries regarding the school district's nondiscrimination policies: Title IX - Inspector General's Office - 3208 Broad River Road, Columbia, SC 29210-6427 - Ph: 803-896-9995; 504 Special Education Office, 1630 Shivers Road, Columbia, SC 29210-6416 - Ph: 803-896-8434.

Attachment D

Event Classifications in the Event Report Management Information System (ERMIS)

These are the classifications the DJJ Office of Inspector General inputs into the system after reviewing the Event Report. These classifications were typed by Legislative Oversight Committee staff based on information the Department of Juvenile Justice provided during staff's visit to the agency on Friday, March 4, 2016.

Event Classification Types in ERMIS

Below is the different classifications the agency assigns an event in the Event Report Management Information System (ERMIS). The event is assigned an initial classification when it is initially reviewed by the Office of Inspector General. It is also assigned a classification, which may or may not be the same as the initial classification, upon final determination/resolution of the event investigation. Events in ERMIS can be sorted by the initial classifications. See additional details above below under “Event Reports and Event Report Management Information System (ERMIS).”

800 (Disorderly Conduct)	Abuse\\Abuse of incapacitated persons
801 (Disrespect)	Accidental Injury
802 (Refusing to Obey Verbal or Written Instructions)	Alcohol\\Giving beer or wine to minor, transfer or gift
803 (Out of Place)	Alcohol\\Unlawful Possession/Consumption of Alcohol
804 (Threatening Conduct)	Arson\\Attempts to burn, willful and malicious
805 (Making a False Statement to or Against Another Person)	Assault on Peer(s)
806 (Stealing/Possession of Stolen Goods)	Assault\\Assault & battery by student upon a school employee
807 (Battery)	Assault\\Assault and Battery of a High and Aggravated Nature
808 (Forgery/Fraud)	Assault\\Simple Assault and Battery
809 (Fighting)	Attempted Suicide (No Injury)
810 (Damaging, Defacing or Destruction of Property)	Attempted Suicide (with Injuries)
900 (Creating a Health, Safety or Fire Hazard)	Attempted/Conspired to Escape
901 (Possession of Contraband)	Batter on a Law Enforcement Officer
902 (Sexual Misconduct)	Burglary\\2 nd Degree [Non-Violent]
903 (Sexual Assault)	Burglary\\3 rd Degree - 1 st Offense
904 (Assault and Battery)	Child Abuse
905 (Complicity)	Contraband (Drugs)
906 (Indecent Exposure)	Contraband (Other)
907 (Creating a Disturbance of Institutional/Facility Operations)	Death Investigation
908 (Inciting a Riot)	Distrubing Schools
909 (Engaging in a Riot)	Drug Involvement
910 (Escape or Attempting/Conspiring to Escape)	Drug Use (Positive Urinalysis)
912 (Arson/Attempted Arson)	Drugs\\Poss.other controlled substance Sched.I-V(Hashisa,MJ,PCP)
913 (Possession of Drugs or Alcohol)	Drugs\\Possession (Simple) of less than 28g(1oz) marijuana
914 (Under the Influence of Drugs/Alcohol/Other Substance)	Employee Arrests by Outside Law Enforcement
Abuse by Complicity	Escape
Abuse by Exploitation	Escape\\Esc.,attempt escape, possess tools to escape from prison
Abuse by Proxy	Excessive Force

Failure to Report	Probation\\Violation for Cat. I
Fighting	Property Damage (over \$200)
Filing a False Claim	Property Damage (under \$200)
Excessive Use of Force	Racial Harassment
Failure to complete proper paperwork	Request for Assistance
Failure to Protect Juveniles	Runaway
Gang Involvement	Safety Code Violations
Improper Conduct	School\\Disturbing Schools
Improper Use of Force	Sex\\Assault w/Intent to Commit CSC--1 st Degree
Improper Use of Force (During Restraint)	Sex\\Criminal Sexual Conduct w/minor (victim under 16yoa)--2 nd degree
Inappropriate Behavior	Sex\\Criminal Sexual Conduct, 1 st Degree (w/ batter, aggravated)
Inappropriate Physical Contact	Sex\\Criminal Sexual Conduct, 2 nd Degree (w/aggravated coercion)
Inciting a Disturbance	Sex\\Criminal Sexual Conduct, 3 rd Degree (w/force, coercion, victim)
Information only	Sex\\Indecent Exposure
Injury	Sex\\Sexual intercourse w/patient/trainee of state mental health facility
Introduction/Distribution of Contraband	Sexual Assault
Juvenile on Juvenile Assault/Battery with Injuries	Sexual Battery
Juvenile on Juvenile Assault/Battery without Injuries	Sexual Intercourse with an Inmate
Juvenile on Staff Assault/Battery with Injuries	Sexual Misconduct
Juvenile on Staff Assault/Battery without Injuries	Sexual Touching
Juvenile\\Incorrigible	Suicide Gestures
Juvenile\\Runaway	Threatened Abuse
Kidnapping	Threatening Government Officials (State/Federal)
Larceny\\Grand Larceny (over \$1,000, less than \$5,000)	Threatening Staff
Larceny\\Making away w/commodities before payment, value \$5,000	Throwing of Bodily Fluids
Larceny\\Petit or Simple Larceny	Unauthorized Possession of Prescription Medication
Lynching\\Lynching, 2 nd degree	Unauthorized Videos
Medical Neglect	Verbal Abuse
Misconduct/Malfeasance in Office	Violation of Mechanical Restraints Policy
Negligence	
Negligent/Improper Medication of Juvenile	
Non Offence\\Neglect - Other matters relating to juveniles	
Other	
Other Sexual Offenses	
Physical Abuse	
Physical Abuse - Subjecting to Extreme Temperatures	
Possession of Contraband	
Possession of Marijuana	
Possession/Use of Drugs/Intoxicants	