

# Event Occurs

Employee completes Event Report

Employee completes Unit Conference Form

Juvenile, Parent, Volunteer, etc. completes Grievance Form

Employee gives Event Report to Supervisor to sign; if juvenile placed in isolation then Unit Manager must also sign

Supervisor or Unit Manager makes appropriate number of copies and sends to applicable locations below

All Event Reports

Copy of Event Reports for certain events listed in Required Event Reporting

Copy of Event Reports for certain events listed in Required Event Reporting (Attachment I-3.2A)

Copy of Event Reports for certain events listed in Required Event Reporting (Attachment I-3.2A)

At BRRC  
Copy of Event Reports for **certain more serious events** listed in Policy G-9.20(U)

At BRRC  
For **certain less serious events** listed in Policy G-9.20(U)

Grievance form is sent to the DJJ Juvenile & Family Relations Dept.

**38% of Event Reports DJJ IG should have received, could not be located and were presumed not received**

**29% of Event Reports BARJ should have received, could not be located and were presumed not received**

Event Report attached to Legal Office Report

Event Report attached to Use of Force Form

Conference Form

Event Report goes to DJJ Office of Inspector

Event Report goes to **PbS Site Coordinator**

Event Report and Legal Office Report go to **designated manager at each secure facility**

Event Report and Use of Force form go to **Deputy Director for Rehabilitative**

Event Report and CCF go to **BARJ team**

Unit Conference Form go to **BARJ Level Coordinator**

Grievance form goes to DJJ **Juvenile & Family Relations**

OIG may refer Event Report to JFR as Grievance

JFR may refer Grievance to OIG as Event Report

Reports entered into ERMIS; given ERMIS #; Classification of event different than how event is listed in Attachment I-3.2A.

Reports entered into PbS portal.

Reports entered into Health Services log.

Reports entered into BARJ team's Microsoft Access Database.

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Grievance form information is entered into a Microsoft Access database. Unclear if grievances that are turned into Event Reports are still logged here.