

# Completing a Significant Incident Report (SIRs)



# Objective



**Provide guidance to the Job Corps community on how to submit accurate, complete, and timely Significant Incident Reports (SIR).**



## Incidents that Require SIRs

- Centers are required to report certain types of incidents via the SIRs system.
- Specific information on the types of incidents that centers must report via the SIR system can be found in Section 5.5 of the Program Requirements Handbook (PRH).



## Submission Requirements: *Timeliness*

Centers must submit an initial SIR, even if a resolution has not yet been determined within the following timelines:

- Within 6 hours of the center being made aware of an active student or on-duty staff death.
- Within 24 hours of the center being made aware of all other reportable incidents.



# SIR Submission Requirements:

## *Supplemental and Final SIRs*

Centers must submit supplemental SIRs:

- Monthly, or more frequently, if new information is obtained, until a Final report has been submitted.
  - Until a report is submitted as Final, a Supplemental report is **minimally required every 30 days** following the submission of the initial report.



# Completing the SIR

Centers should complete all fields in the SIR system, *in accordance with the SIR Technical Guide.*

- Please ensure that you download the most up-to-date guide from the **Job Corps Community Website > Training & Support > User Guides** (*most recent version dated 6/29/16*).

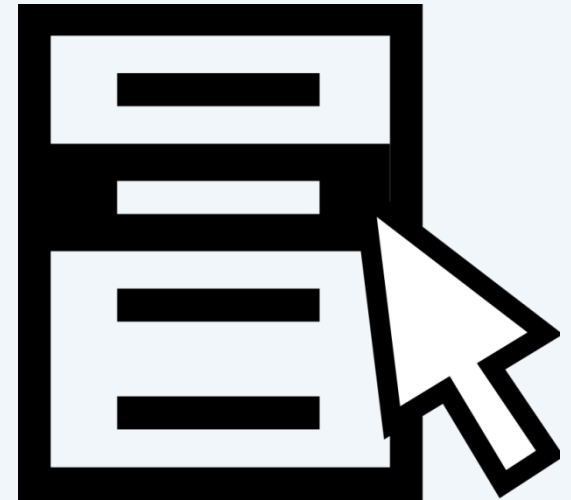


# Completing the SIR: *Drop-down Menus*

A portion of the SIR is completed by selecting appropriate responses from drop-down menus for specific items:

*Examples:*

- Report Type (Initial, Initial and Final, Supplemental, etc.)
- Incident Location
- Alcohol Involved
- Drugs Involved
- Weapons Involved
- Law Enforcement Involvement
- Medical Status (Under victim/perpetrator information)



# Completing the SIR: *Narrative Descriptions*

Some parts of the SIR require narrative information, specifically these areas:

- Descriptive Information
  - Incident description (“Meat” of the SIR)
- Corrective Action
  - Center plan to reduce recurrence
- Media Description (if applicable)





# Completing the SIR: *Consistency*

**Ensure that responses in the drop-down menus of the SIR correspond with information provided in the incident description narrative.**

*Examples:*

- If incident description narrative states any police involvement at all, the center should select the appropriate response from the “Law Enforcement Involved” drop-down menu:
  - Law enforcement involvement means at a minimum, the police were contacted regardless of whether or not they arrived on center or indicated they would take law enforcement action.
- If the incident description narrative states that medical treatment was provided, the center should select the appropriate response from the individual’s “Medical Status” drop-down menu:
  - Medical treatment means that the student was treated by Wellness staff on-center or received medical treatment off-center (i.e., hospital, urgent care, etc.)



# Completing the SIR: *Consistency*

## *Examples*

- If the incident description narrative states that drugs were involved, the center should select the appropriate response from the “Drugs Involved” drop-down menu.
  - Drug involvement means an illegal substance was found in an individual’s possession. Positive drug screens should not by themselves result in an affirmative response in the drop-down menu.
- If the incident description narrative states that alcohol was involved, the center should select the appropriate response from the “Alcohol Involved” drop-down menu.
  - Students age 21 or older may drink alcohol when off-center and not under center supervision; but cannot bring it on center. SIRs are required for all alcohol-related infractions in PRH Exhibit 3-1.



# Completing the SIR: *Consistency*

## *Examples:*

- If the incident description narrative states that a weapon was involved, the center should select the appropriate response in the “Weapons Involved” drop-down menu.
  - A weapon is defined as an instrument or substance that could readily be used to inflict bodily harm (e.g., box cutter, scissors, trade tools, etc.)



## Completing the SIR: *Writing the Incident Description*

Provide a concise description of the incident to give the reader a solid of understanding of what happened:

- 1. Report type** (*Initial, Supplemental, Final*) – system-generated based on selection in drop-down menu
- 2. Date and time of report** – system - generated
- 3. Brief explanation of incident that led you to write the report** (*Reason for SIR*)



# Completing the SIR: *Writing the Incident Description*

## *4. Detailed description of what happened (Assessment, including background information)*

- *When* (Date and time incident occurred)
  - *if Center did not become aware of incident until more than 24 hours after it occurred (or more than 6 hours after a death), Centers should note that in the SIR*
- *Who* (people involved)



# Completing the SIR: *Writing the Incident Description*

- *What* (complete description of what occurred, including what led up to the incident and what transpired during the incident); Also include:
  - whether the victim or perpetrator was hospitalized or received any medical treatment
  - what caused the incident to end, including staff involvement to resolve
- *Where* (e.g., at a bus-stop off-Center; in the dormitory, etc.)
- *Why* (if known)



# Completing the SIR: *Writing the Incident Description*

## 5. *Center Actions Taken and Planned (incident –specific)\**

- *Infraction issued (level and infraction type)*
- *What happened to students (sent home, still on center, etc.)*
- *Whether Fact-Finding Board is scheduled or planned*

*\*This should be specific to the incident and not be confused with the portion of the SIR that asks for Corrective Action which should be considered under the guise of **PRH 5.5, R7**. where the center shall identify and implement appropriate procedures to prevent recurrence, to the maximum extent possible.*



## Completing the SIR: *Writing the Corrective Action*

In the appropriate section of the SIR, explain the corrective action planned or already taken to reduce recurrence of the incident to the maximum extent possible.

- Corrective Action should be customized to the incident
  - Needs to be preventative in nature
  - Needs to get to root cause of the problem
    - Consider effectiveness of current process





# Sample Incident Description and Corrective Action (*Alcohol*)

Reason

\*\*\*\* Initial Oct 31 2016 4:55PM: Student returned to Center from a Center Sponsored trip and prior to entry, a pint of alcohol was discovered and confiscated from the student perpetrator's person.

Assessment

On Sunday October 30, 2016 at approximately 6:45 pm, students were returning from a Dollar General Store run. Upon signing in and being searched, the student perpetrator was found to have a pint of vodka tucked inside his underwear in the crotch area. This was discovered by the security staffing having all students pull up sagging pants. Once the student pulled up the pants up, security staff noticed what appeared to be the outline of a bottle and asked the student to remove it. The plastic bottle of vodka was confiscated and entered into the Unauthorized Goods Log. The student perpetrator was placed in the visitor lounge as the residential supervisor was notified. The student perpetrator was also administered the Preliminary Breath Test (PBT) to determine alcohol presence in the body. The results were .000%BAC.

Plan

The student received a Level I for Alcohol possession while on Center. The student was removed from the Center, pending the outcome of a Fact-Finding Board. The unopened bottle of vodka was destroyed on October 31, 2016 by the Security manager and referenced in the Unauthorized Goods Log Book. The student body will be informed of the incident and reiterating that all students will be searched upon returning to Center. The Unauthorized Goods list will be referenced as a guide for students to comply with when returning to Center. Students that are 21 years and older and legal to purchase and consume alcohol will be reminded that alcohol is prohibited and the sanctions that follow a violation.

Corrective Action

**Corrective Action:** Moving forward, all staff escorting students on Center sponsored shopping trips will closely monitor students going in retail stores and check receipts to curtail the purchases of unauthorized goods. The management team will discuss with all staff transporting students the importance of monitoring purchases made by students. This incident will be presented as a strong reminder at the All student/All staff weekly Good Choices Assembly. The Manager of Safety, Security and Fire Prevention will explain how an incident of this nature can result in a barrier to employment. Residential staff will be asked to highlight the negative repercussions and barriers to employment that alcohol violations on Center has on a person's life at the 4:00 PM and 9:00 PM roll calls with the students on November 1-4, 2016. The safety and security officers will also remind students that searches are conducted at all times when students return to Center and the importance of abiding by the rules of the Unauthorized Goods prohibited on Center. Students will also be reminded to seek guidance or assistance with Wellness and the TEAP specialist should they feel a dependency with such drugs.



# Sample Incident Description and Corrective Action (*Assault*)

Reason \*\*\*\* Initial Mar 05 2017 2:38PM: Perpetrator slapped the Victim in the face and pulled her to the ground due to a verbal altercation between them.

Assessment On Saturday at approximately 5:45 pm, the Perpetrator and the Victim were sitting in the recreation area when they became engaged in a verbal altercation. The Victim got up and began walking away when the Perpetrator followed her. At this point the Perpetrator grabbed the Victim from behind and slapped the victim in the face pulling the victim to the floor. The Recreation Specialist immediately radioed security and separated both the perpetrator and victim. The Residential Supervisor notified the Center Director and the Student Personnel Officer. The Student Personnel Officer arrived on Center to investigate and notified the Police Department that an assault had taken place on Center. The Police arrived and interviewed both the Victim and Perpetrator resulting in the arrest of the Perpetrator for assault. The Police Department gave the Student Personnel Officer the case number [redacted] for the Perpetrator and exited the Center. The Victim did not require medical attention.

Plan The Perpetrator received a Level I "Assault" and was removed from the Center by Police and will have a fact finding board to be held within 3 days.

Corrective Action **Corrective Action:** The Center will continue to address the students regarding aggressive behavior and the consequences as stated in the PRH. The Center Director will make it known to all students and staff that the Police Department will be contacted any time an assault takes place on Center during the Monday Morning Business Meeting on Monday, March 6, 2017 and repeat this message on a weekly basis during weekly student assemblies. The Center Director will review how to use the Job Corps Safety Hotline with students to ensure all students and staff know how to report situations that are a safety issue. Also, Center staff will continue to address communication in the workplace to emphasize inappropriate language and conversations that are not acceptable and that may ultimately escalate ending in negative consequences. The Center will continue to utilize the Social Intake Form, counselor notes, and staff observations to identify students who display aggressive behavior or emotional instability and address those needs by referral to the Mental Health Consultant. The Center's Student Personnel Officer will continue to offer small group session weekly for at risk students to offer conflict resolution strategies. Residential staff will cover conflict resolution strategies daily during roll call.



# Sample Incident Description and Corrective Action *(Breach of Security)*

## *Knife*

Reason

\*\*\*\* Initial Feb 15 2017 11:14AM {0}: On February 14, 2017, a new student (Perpetrator) was found to be in possession of a folding knife during the initial security screen. The Perpetrator was concealing the knife in her shoe.

Assessment

The Security Officers were conducting searches on new students. The Perpetrator walked through the metal detector and the lower beams picked up a signal in the area from the knees to the feet. The Security officer asked the Perpetrator to remove the shoes and she was hesitant. The Perpetrator was advised that all students must remove their shoes during the search process. The Perpetrator was shown the sign that indicated the procedure. The Perpetrator slowly removed her shoes and was asked to shake them upside down. The Perpetrator was reluctant but did it and a camouflage folding knife fell out of the shoe. **The knife was a locking folding type with a 3" blade.** The knife was confiscated and the Perpetrator was asked to have a seat while the Security Manager was called. The Center Director was advised of the incident and the Perpetrator was removed from center pending a Level I Fact-Finding Board. The Perpetrator was driven home by the Security Manager. The knife was placed in the Unauthorized Goods and Weapons log books and secured in the safe pending disposal.

Plan

Plan: The Perpetrator received a Level 1: "Possession of a Weapon". The Perpetrator has been removed from the campus pending the outcome of the Fact-Finding Board. The Fact-Finding Board will be conducted in accordance with the Policy and Requirements Handbook Exhibit 3-2.

Corrective Action

**Corrective Action:** The Perpetrator had been informed of the list of unauthorized goods by the Outreach and Admissions Counselor at the time the Perpetrator signed up to enroll in the program. The center will continue to review the unauthorized goods list with all the anticipated arrival students before scheduling an arrival date. The CPP staff will continue to review the specific prohibited items on the unauthorized goods list, and the consequences for failing to comply with the expectations, with all anticipated arrival students during the pre-arrival calls. The Center Director will contact the Outreach and Admissions Contractor to remind them to ensure that Outreach and Admissions staff are providing all anticipated arrival students with the list of prohibited items, and to ensure that they are communicating the consequences of a student's failure to comply with the expectations. The Manager of Safety and Security will speak about the unauthorized goods list with all students at the Monday Morning Business Meeting scheduled for February 20, 2017. The same information will be discussed at the residential log book meeting scheduled for Wednesday, February 15 2017.

Remember to include the length of the blade in the write-up



# Sample Incident Description and Corrective Action *(Breach of Security)*

## *Bullets*

Reason

\*\*\*\* Initial Feb 23 2017 7:25PM {0}: On February 23, 2017 the Safety/Security Staff and residential staff were conducting a routine health & welfare inspection in [redacted] Dormitory. The staff checking the locker and the suitcase inside the locker of the perpetrator noticed a plastic bag containing five (5) 38 caliber bullets hidden in the bottom of the suitcase .

Assessment

A health and safety inspection search of the entire dormitory was conducted and nothing else was found. The Social Development Director along with the Center Director and the CSIO were all notified. The perpetrator was escorted to the Center Director's office. The perpetrator stated he got the luggage from his brother and that the contraband must have been there before the perpetrator left home to come to the center about a month ago. [redacted] Police was contacted and an officer arrived, interviewed the perpetrator, checked the perpetrator's background which came back with no arrest or criminal record and the officer did not make an arrest.

Plan

The perpetrator received a Level I for "possession of a weapon" and was then immediately placed on administrative leave without pay pending a fact finding board and removed from the center.

Corrective  
Action

**Corrective Action:** All of our students are made aware of the Zero Tolerance policy and appropriate timely action is taken when violations concurred, this is presented during our bi-weekly assemblies. Extra security staff will be assigned on duty the afternoon of new student arrival days and on Sunday afternoons to assist with checking and double checking of luggage's. We are also checking on GSA excess web site for security scanners.



## Completing the SIR: *Media Description*

- If the information was made public by the media, you should provide the appropriate response to the question about media coverage in the drop-down menu and briefly describe:
  - the content of the coverage or;
  - Provide link to the article or name of newspaper, etc.
  - Select the appropriate response in the drop-down menu if Job Corps was mentioned.
- **Media coverage generally does not include information found on social media sites (Facebook, Instagram, Tumblr, You Tube, etc.)**
  - If uncertain, about what qualifies as media coverage, please contact your Regional Office



## Completing the SIR: *Sample Media Description*

- The incident has been reported by several news agencies throughout the state. To this date there has been no mention of the center or the Job Corps program or;
- An article was published in the Alaska Dispatch News website at <http://www.adn.com/alaska-news/rural-alaska/2016/09/18/...>



# Completing the SIR: *Things to Avoid*

## When writing narratives, avoid:

- Including Personally Identifiable Information (PII) in the description
- Using misleading language that might raise red flags:
  - Stating that center staff “read [the perpetrator] his/her rights”
    - Alternatively, state that the perpetrator was informed of the behavior management process
  - Stating that center staff “charged” individual with something
    - Alternatively, state that the perpetrator “received” as a example, a Level 1 for Assault
  - Putting premature language in the SIR stating student would be separated before the Fact-Finding Board decision is made
  - Language that may give the appearance the student was strip-searched



## Completing the SIR: *Things to Avoid*

- Relaying the information in bulleted or list form
- Providing a near minute-by-minute account of the incident:
  - (i.e., *at 2:30 the Center Director arrived; At 2:34, the police arrived; At 2:45, the police arrested the student*)
  - Times are okay and may be necessary in some cases, but don't overwhelm the reader with extraneous details





## Completing the SIR: *Things to Avoid*

- Avoid big words (i.e., contemporaneous)
- Avoid clichés, jargon, or slang
- Spell out Job Corps acronyms (CD, RA, NIR, etc.)
- Avoid condescending expressions
- Avoid generic corrective action responses such as:
  - *“Students will be reminded of the Zero Tolerance Policy at the Monday Morning Business meeting and new students arriving on center will receive training in non-violent approaches to solving individual disagreements”*
  - *“No corrective action at this time.”*



# Final Reminders

*Review the SIR for completeness and accuracy before submitting, including but not limited to:*

- **Correct Categorization Codes (Verify using Appendix A of SIR Technical Guide)**
- **Ensure that the information in the SIR is consistent:**
  - Drop-down selections must not conflict with the narrative.
- **Ensure that information within the SIR itself provides an accurate and comprehensive picture of what occurred:**
  - Reason for SIR
  - Assessment/Description of Incident
  - Center Action Taken and Planned



# Final Reminders

- **Confirm that the Corrective Action Plan entered is designed to reduce recurrence and address the root cause, to the maximum extent possible.**
- **Confirm entries in CIS are consistent with the information in the SIR.**
  - Information should be put into CIS within 24 hours of the incident



# Questions?

