



Administrative Policies and Procedures: 27.32

Subject:	Investigation of Injury Resulting From Use of Physical Intervention
Authority:	TCA 37-5-105 (3), 37-5-106, 39-11-611
Standards:	ACA: 4-JCF-2A-29, 4-JCF-3D-01; DCS Practice Standards: 8-306, 11-308A, 11-309B
Application:	To All Department of Children's Services Employees
Policy Statement:	
<p>The use of force/physical intervention is limited to instances of justifiable self-defense, protection of others, protection of property, prevention of escapes, in situations where a youth's behavior is out of control, and <u>only</u> as a last resort in accordance with appropriate statutory authority. Physical intervention is not justifiable as punishment. Youth Development Center (YDC) Superintendents and Regional Administrators shall ensure that all incidents involving injury to employees or youth due to the use of force/physical intervention are properly documented in an incident report.</p>	
Purpose:	
<p>To provide guidelines to employees for the use of physical intervention/force and the documentation of injuries resulting from its use.</p>	
Procedures:	
A. Notification	<ol style="list-style-type: none"> Whenever a child/youth in DCS custody or employee is injured as a result of the use of physical intervention, employees will immediately notify the appropriate YDC Superintendent, Regional Administrator or designees or other appropriate personnel as appropriate. Incident reports are completed according to DCS policy 1.4, Incident Reporting.
B. Medical treatment	<ol style="list-style-type: none"> Children/youth and employees in YDCs who have been involved in a physical intervention situation, YDC health care employees will promptly evaluate and provide medical treatment as necessary. The YDC's contingency plan will be followed as appropriate. Children/youth and employees or persons Regional Offices other DCS offices/facilities or other non-DCS offices/facilities involved in a physical intervention situation resulting in injuries must receive immediate medical treatment as necessary and appropriate by contacting emergency medical

	<p>services for assistance.</p> <p>3. The YDC Superintendent or Regional Administrator/designees at their discretion may request an investigation of injuries resulting from physical intervention that do not require off-site medical attention.</p> <p>4. All incidences of injuries resulting from the use of physical intervention must be documented in TFACTS on the applicable Serious Incident Reporting screens.</p>
<p>C. Investigation</p>	<p>1. The YDC Superintendent or Regional Administrator or designees will request an Internal Affairs investigation into the circumstances of the injury according to DCS policy 1.16, Internal Affairs Investigations.</p> <p>2. Following the investigative response categories established by the Director of Internal Affairs, the internal affairs investigator will initiate a thorough investigation and report the findings to the YDC Superintendent, Regional Administrator or designees and Director of Internal Affairs.</p> <p>3. The internal affairs investigator will report all child abuse or excessive use of force immediately to Central Intake 24-Hour Number at 1-877-237-0004, according to DCS policy 14.1 Central Intake.</p>
<p>D. Review and response</p>	<p>1. Review by Superintendents and Regional Administrators</p> <p>The YDC Superintendent, Regional Administrator or designees will review the report and take appropriate action.</p> <p>2. Review by Executive Director</p> <p>a) The results of the investigation of any substantiated incident and other pertinent information are summarized and forwarded to the appropriate Executive Director or designee within five days (5), excluding weekends and holidays, after the Superintendent, Regional Administrator or designees has received the report.</p> <p>b) Safeguards to protect the confidentiality of the internal affairs report will be followed as outlined in DCS Policy 1.16, Internal Affairs Investigations.</p>

<p>Forms:</p>	<p>None</p>
----------------------	-------------

<p>Collateral documents:</p>	<p>Incident Reporting Manual for Youth Development Centers</p>
-------------------------------------	--