



Virginia Department of Juvenile Justice

BADGE

Balanced Approach Data
Gathering Environment

BADGE Incident Reporting
Manual

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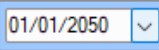


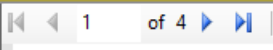

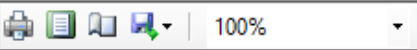







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





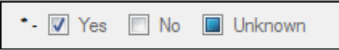
Key/Legend

The BADGE application and the manuals use various styles and icons. Below are their explanations. The **BADGE Application** refers to all BADGE modules while the **BADGE Module Manual** covers this specific module.




Individual users may not have read or write privileges for every module; therefore, all users may not be able to add, edit, delete, or view certain information or functions in BADGE.

In the BADGE Application

Style/Symbol/Button	Meaning
 or  Calendar Screen Button and Date Field	To select a date, click the Calendar drop-down menu and select the date from the drop-down calendar. The date chosen will populate the text field to the left of the calendar drop-down menu.
 Screen/Window Control Buttons	Located in the upper right-hand corner of any given screen/window, in order of appearance (from left to right): Minimize the screen; Maximize the screen; and Close the screen. If a component is greyed out it is not available.
 Report Viewer Buttons (1 of 4)	In order of appearance (from left to right): go to First Page ; go to Previous Page ; Current Page displayed; Total Pages ; go to Next Page ; and go to Last Page .
 Report Viewer Buttons (2 of 4)	In order of appearance (from left to right): go Back to Parent Report ; Stop Rendering report; and Refresh report.
 Report Viewer Buttons (3 of 4)	In order of appearance (from left to right): Print ; Print Layout ; Page Setup ; click the Export icon to choose to export a report as an Excel spreadsheet, PDF, or Word document from the drop-down menu; and choose the document view by clicking on the Zoom drop-down menu.
 Report Viewer Buttons (4 of 4)	In order of appearance (from left to right): Textbox , enter text to search for; click Find to search for text entered in textbox; and click Next to find the next instance of text entered in the textbox.
 Scroll Bars	A scroll bar allows the user the move the window viewing area up, down, left, or right. The scroll bar can be vertical or horizontal and is commonly located on the far right or bottom of the window.
 Info Button and/or Text in Red Font	A record with text displayed in red font generally indicates there is an “alert” associated with a given juvenile record. To view an alert, click the red and white Info button or select the <i>Alerts</i> tab on the <i>Juvenile Information</i> screen.
 Icon displayed on <i>Question</i> and/or <i>Confirmation</i> Screen	The question mark icon typically displays when the application user is prompted to confirm a requested action prior to proceeding.
 Icon displayed on various screens.	The exclamation mark on a red background denotes a mandatory field.
 Icon displayed on various screens.	The exclamation mark on yellow background typically displays on a search screen to inform the user no matches were found and that the search criteria should be changed.
 Icon displayed on <i>Information</i> Screen	The “i” icon typically displays when the application notifies a user of the results of a requested action, for example: “Data saved successfully.” This also displays when there is additional information for field.

Style/Symbol/Button	Meaning
 or 	Click the Help button to display the <i>Help</i> screen describing the business rules related to the selected report or for additional information related to the current screen.
 or 	Click the Close button to close the current screen, leaving open the prior screen
	Click the Magnifying Glass button to expand a comment/textbox.
	The Map It button is currently disabled across the BADGE application.
 Questions with an asterik (*) next to it follow the legend above.	Click on a checkbox to place a checkmark in the appropriate checkbox to indicate “Yes,” “No,” or “Unknown.” The default status, prior to user input, is a blue square in the “Unknown” checkbox.

In the BADGE Manual

Style/Symbol	Meaning
<u><i>Underlined and Italicized</i></u>	Name of a screen.
<i>Italicized</i>	Name of a tab, document title, or manual title.
Bolded	Name of a function, key, button, option or where emphasis is required. The name of data fields on a module screen.
<u>Underlined</u>	Name of a column header in an application displayed table or an application generated report. Cased to match.
“Text in Quotes”	Data or selection in a data field, input field, or drop-down menu.
<u>Bolded and Underlined</u>	The manual’s main title and other titles for key sections.
Hyperlink	Press the Ctrl key and left click with the mouse to follow the hyperlink. Hyperlinks are links in the document that lead to webpages and files outside of the document or headings and bookmarks located inside the document.
 Padlock Icon	Denotes a locked item or record that cannot be changed.
 Notepad Bullet	Tips and notes provide additional information, exceptions, or special circumstances that apply to a particular topic or area in BADGE.
 Reference Bullet	Refer to another page or resource for additional information.

The BADGE manuals are instructional guides for users to understand how to use the BADGE application. The BADGE manuals apply the same formatting across all manuals but information specific to each module. This manual is intended to assist those using the **BADGE Incident Reporting Module**.

The BADGE application manuals are regularly updated and uploaded to DJJ’s website and DJJ Connect without user notification. For this reason, it is recommended that users access the manuals solely through the website instead of downloading and printing them to ensure that the most up-to-date version is used.

Please Note

The BADGE electronic data management system is the property of the Commonwealth of Virginia and is intended for authorized users only. By accessing and using the BADGE system, users are consenting to system monitoring for law enforcement and other purposes.

Every user accessing the BADGE electronic data management system is bound by confidentiality rules. BADGE system users should not access information on any persons for which there is not a legitimate professional interest. A log entry is made whenever a user accesses a record in the BADGE system.

Access the following link for the [DJJ Acceptable Use & Information Security Agreement](#). See [§2.2-2827](#) of the Code of Virginia for restrictions on state employee access to information infrastructure. See §§[16.1-223](#) and [16.1-300](#) of the Code of Virginia for confidentiality requirements and use restrictions of data and records.

Unauthorized use of the BADGE electronic data management system may subject a user to State or Federal criminal prosecution and penalties.

To report any issues encountered with the BADGE electronic data management system please email DJJ-BADGE-Issues@djj.virginia.gov. If there is a need to request a change, please contact the appropriate Regional Program Manager (RPM) or Superintendent.

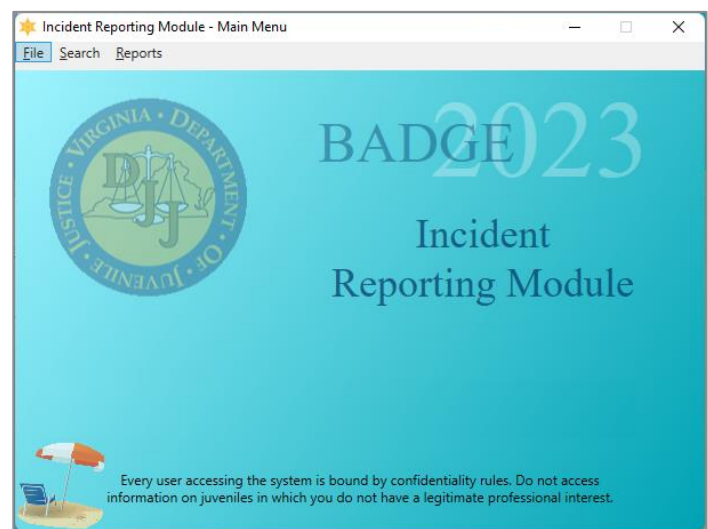
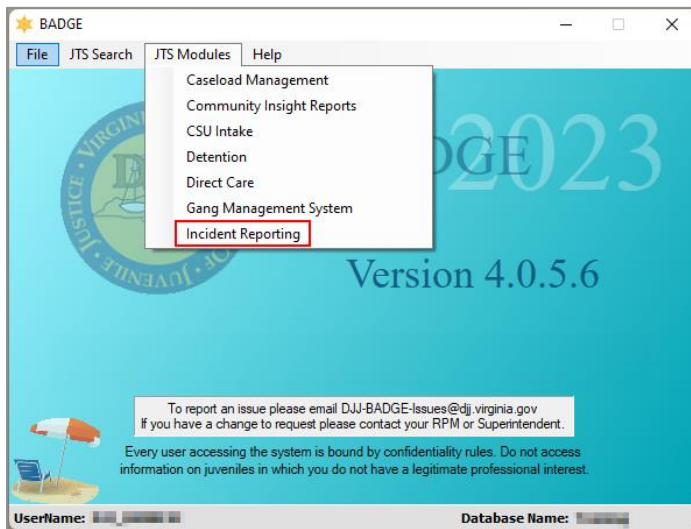
Please email DJJ-BADGE-Passwords@djj.virginia.gov for assistance with BADGE login problems.

All potentially sensitive data have been removed from all screen images presented in this manual.

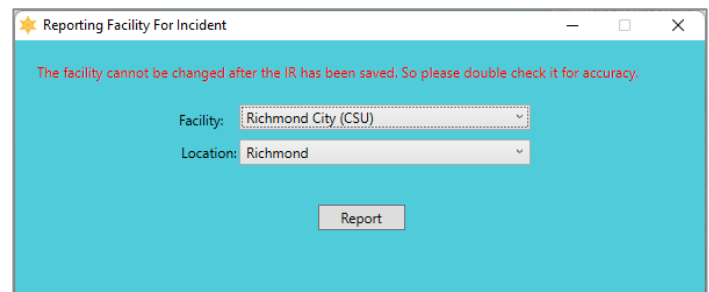
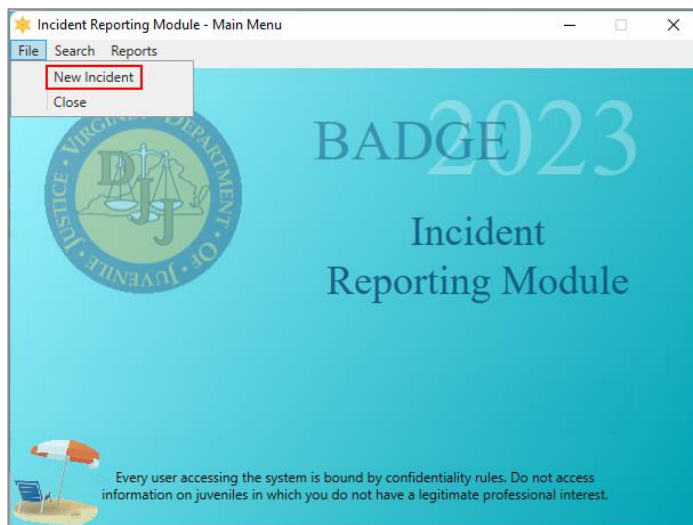
Adding a New Incident Report

From the BADGE home screen:

1. (i) Click the **JTS Modules** menu, (ii) select the **Incident Reporting** option from the drop-down menu, and the Incident Reporting Module – Main Menu screen will appear.



2. From the Incident Reporting Module – Main Menu screen, (i) click **File**, (ii) select the **New Incident** option from the drop-down menu, and the Reporting Facility for Incident screen will appear.



On the Reporting Facility for Incident screen the **Location** drop-down menu does not appear for all facilities.

3. From the Reporting Facility for Incident screen, (i) select **Facility** and **Location** options from the drop-down menus, (ii) click **Report**, and the Incident Reporting screen will appear.

★ Reporting Facility For Incident

The facility cannot be changed after the IR has been saved. So please double check it for accuracy.

Facility: Williamsburg (CSU)

Location: Williamsburg (CSU)

- Richmond City (CSU)
- Henrico County (CSU)
- Abingdon (CSU)
- Pulaski (CSU)
- Chesterfield (CSU)
- Chaplin Youth Center
- Bon Air Juvenile Correctional Center
- CPP (Community Placement Program)
- Richmond Detention
- Judge Molinari Juvenile Shelter
- VJCCA-Accomack County(001)
- Bon Air Coed Campus
- Bon Air Annex Campus
- CAP (Central Admission and Placement unit)
- Detention Re-Entry
- Continuum Placement (Direct Care)
- Individual JDC Beds

★ Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID:

[Delete](#)
[Save](#)
[Email](#)
[Notify DJJ Director](#)
[Print](#)

Please make sure all applicable data on all tabs has been filled out prior to saving the incident.

IR: Incident Type Description Juvenile(s) Involved Staff Involved Parties Notified Addendum PREA Corrective Action Access Log

IIR #:

Activity: Multi Incidents Reported: ☒ Yes ☐ No

Incident Date / Time: Monday, June 12, 2023 10:37 AM (hh:mm am/pm)

Report Date / Time: Monday, June 12, 2023 10:37 AM (hh:mm am/pm)

Reported By: Title: Deputy Director

Reported To: Ralph Thomas Title: Deputy Director

Verified By: Title:

Location of Incident:

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

- a. The Incident Reporting screen will display the **Facility** selected, the **IR ID** (after the incident has been saved), and **FIPS** information (for certain facility types). New incident report information will be input on the following Incident Reporting screen tabs: *IR, Incident Type, Description, Juvenile(s) Involved, Staff Involved, Parties Notified, Addendum, and Access Log*.
- The Incident Reporting screen will display differently for each facility type that is selected. Not all tabs or fields are available for all facility types.
 - The facility cannot be changed after the incident report has been saved. Therefore, double-check the report for accuracy before saving.
- i. Regardless of the facility type chosen and the tab selected and displayed on the Incident Reporting screen, the following main buttons will always be displayed: (1) **Delete**, (2) **Save**, (3) **Email**, (4) **Notify DJJ Director**, (5) **Print**, and (6) **Approve / Lock this Incident (Unapprove / Unlock this Incident)** buttons.
 1. Additional detail for the buttons located on the Incident Reporting screen is presented in the **Main Buttons on the Incident Reporting Screen** section of this manual. Follow the hyperlinks in the table below for instructions pertaining to each button.

Main Buttons on the Incident Reporting Screen	Delete Button
	Save Button
	Email Button
	Notify DJJ Director Button
	Print Button
	Approve / Lock this Incident Button
	Unapprove / Unlock this Incident button

- b. Follow the hyperlinks in the table below for instructions on using the Incident Reporting screen for specific facility types.

Incident Reporting Screen Facilities
Community Programs – Court Service Units, VJCCA Programs, and Group Homes/Youth Centers/Shelters
Juvenile Detention Centers
Direct Care – CAP and JCC

- Users should complete all relevant fields on all Incident Reporting screen tabs prior to saving an incident.

Community Programs (CSU, VJCCCA, and Group Home/Youth Center/Shelter)

Given the similarity on the Incident Reporting screen between a **Court Service Unit (CSU)**, **Virginia Juvenile Community Crime Control Act Program (VJCCCA)**, and **Group Home** facility type, they are all presented here. These facility types will have **different values for some fields**. Relevant differences will be pointed out as necessary in the tab sections below.

If a CSU, VJCCCA, or Group Home is selected as the incident reporting facility from the **Facility** drop-down menu, the Incident Reporting screen will display the following 7 tabs: (1) *IR*, (2) *Incident Type*, (3) *Description*, (4) *Juvenile(s) Involved*, (5) *Parties Notified*, (6) *Addendum*, and (7) *Access Log* tabs.

Incident Reporting

Facility: Richmond City (CSU) Fips: Richmond

IR ID: [Field]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data on all tabs has been filled out prior to saving the incident.

Tabs: IR, Incident Type, Description, Juvenile(s) Involved, Parties Notified, Addendum, Access Log

7 Tabs available for CSU, VJCCCA, or Group Home

Incident Date / Time: Monday, June 12, 2023 12:20 PM (hh:mm am/pm)

Report Date / Time: Monday, June 12, 2023 12:20 PM (hh:mm am/pm)

Reported By: [Field] Title: [Dropdown]

Reported To: [Field] Title: [Dropdown]

Location of Incident: [Field]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

- On the upper left corner of the Incident Reporting screen the facility the user has selected will be displayed, as demonstrated in the screen image displayed above.

1. IR Tab – CSU, VJCCCA, and Group Home

- Use the calendar drop-down screens and the adjacent time fields (hh:mm am/pm format) to enter the (i) **Incident Date / Time** and (ii) **Report Date / Time**. For each field, (iii) **Reported By** and (iv) **Reported To**, enter the employee name and select the appropriate value from the adjacent **Title** fields using the drop-down menu. (v) Enter the appropriate information in the **Location of Incident** text field.
- If the **Save** button at the top of the Incident Reporting screen is clicked an information screen will appear informing the user that an initiating incident must be selected on the *Incident Type* tab. Click the **OK** button to return to the Incident Reporting screen. Typically, the **Save** button is not selected until all tabs have been completed on the Incident Reporting screen; however, the incident report can be saved at any time.

Incident Reporting

Facility: Richmond City (CSU) Fips: Richmond

IR ID: [Field]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data on all tabs has been filled out prior to saving the incident.

Tabs: IR, Incident Type, Description, Juvenile(s) Involved, Parties Notified, Addendum, Access Log

Incident Date / Time: Monday, June 12, 2023 12:20 PM (hh:mm am/pm)

Report Date / Time: Monday, June 12, 2023 12:20 PM (hh:mm am/pm)

Reported By: [Field] Title: [Dropdown]

Reported To: [Field] Title: [Dropdown]

Location of Incident: [Field]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

Incident Reporting

Facility: Richmond City (CSU) Fips: Richmond

IR ID: [Field]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data on all tabs has been filled out prior to saving the incident.

Tabs: IR, Incident Type, Description, Juvenile(s) Involved, Parties Notified, Addendum, Access Log

Incident Date / Time: Monday, June 12, 2023 12:20 PM (hh:mm am/pm)

Report Date / Time: Monday, June 12, 2023 12:20 PM (hh:mm am/pm)

Reported By: [Field] Title: [Dropdown]

Reported To: [Field] Title: [Dropdown]

Location of Incident: [Field]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

You must check one incident that initiated the report.

OK

- The **Incident Date/Time** must be before the **Report Date/Time**.
- Make sure all applicable data on all tabs have been entered on the Incident Reporting screen prior to saving the incident.
- At a minimum, the following fields must be entered before an incident can be saved:
 - **Incident Date / Time**, **Report Date / Time** and **Location of Incident** on the *IR* tab, and
 - At least one **Incident Type** must be added and selected as an **Initial Event** on the *Incident Type* tab.

2. Incident Type Tab – CSU, VJCCCA, and Group Home

a. Add an Incident Type

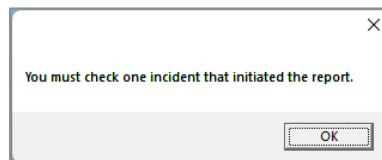
- i. (i) Click the **Add** button. (ii) Select an option from the **Incident Type** drop-down menu and the definition of the incident type will populate in the textbox below the incident type option selected.
 1. The **Narrative** field will appear when “Other” is selected for the **Incident Type** field. If the field appears, input appropriate text in the text field.

Incident Reporting - Incident Type tab. The 'Incident Type' dropdown is highlighted with a red box. Below it, the 'Add' button is also highlighted with a red box. The 'Incident Type' field is empty.

Incident Reporting - Incident Type tab. The 'Incident Type' dropdown is set to 'Other' and is highlighted with a red box. The 'Narrative' field is now visible and is also highlighted with a red box. The 'Initial Event?' checkbox is highlighted with a red box.

- ii. If appropriate, place a checkmark in the **Initial Event?** checkbox.

- One and only one incident type record must have the **Initial Event?** checkbox selected. An information screen will appear if the user attempts to click the **Save** button without assigning an incident as an initial event.



- iii. Click the **Cancel** button and any unsaved information will be cleared.
- iv. Click the **Apply** button and the record will appear in the **INCIDENT TYPE** section.

1. An information screen will display if the user attempts to access another tab without selecting the **Apply** or **Cancel** buttons on the *Incident Type* tab. Click the **OK** button to close the information screen and return to the *Incident Type* tab.

b. Edit an Incident Type

- i. (i) Select an incident type record in the **INCIDENT TYPE** section, and the row will be highlighted in **blue**. (ii) Click the **Edit** button and update the record as required by modifying the **Incident Type** drop-down menu and the **Initial Event?** Checkbox.
- ii. Click the **Cancel** button and any unsaved information will be cleared.
- iii. Click the **Apply** button and the record will appear in the **INCIDENT TYPE** section.

c. Delete an Incident Type

- i. Select an incident type record in the **INCIDENT TYPE** section, and the row will be highlighted in **blue**.
 1. If the incident type record selected for deletion **is not** the initial event (i.e., the **Initial Event** checkbox **is not** selected), (i) click the **Delete** button and the Warning screen will appear, (ii) (a)

click the **Yes** button to delete the record or (ii) (b) click the **No** button to return to the *Incident Type* tab without deleting the record.

Incident Reporting

Facility: Richmond City (CSU) Fips: Richmond

IR ID: [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	Access Log
Initial	Incident Type					
<input checked="" type="checkbox"/>	Other					
<input type="checkbox"/>	Assault on Staff (by anyone)					

Incident Type: Assault on Staff (by anyone)

An unprovoked physical attack, by any person on an employee, volunteer, or other individual over whom the CSU has supervisory authority at the CSU or during a CSU-related activity.

☐ Initial Event?

[Add] [Edit] [Delete]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

Warning

Are you sure you want to delete the selected record?

[Yes] [No]

2. If the incident type record selected for deletion **is** the initial event (i.e., the **Initial Event** checkbox **is** selected) or the record selected for deletion is the only existing record, when the user (i) clicks the **Delete** button the Missing Initial Event information screen will appear and state, "To remove the initial event record you must first select another initial event." (ii) Click the **OK** button to return to the *Incident Type* tab.
 - a. Follow the instructions in the **Add an Incident Type** section and/or the **Edit an Incident Type** section above to designate another incident type record as the **Initial Event**.
 - b. Follow the instructions in the **Edit an Incident Type** section above to remove the **Initial Event** designation from the incident type record to be deleted and then follow the instructions in the **Delete an Incident Type** section to delete the record.

Incident Reporting

Facility: Norfolk (CSU) Fips: Norfolk

IR ID: [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	Access Log
Initial	Incident Type					
<input type="checkbox"/>	Assault on Juvenile (by anyone)					
<input type="checkbox"/>	Death					
<input checked="" type="checkbox"/>	Fire or other emergency at the unit					

Incident Type: Fire or other emergency at the unit

A fire or suspected fire at the CSU that requires the fire department to respond and provide assistance.

☒ Initial Event?

[Add] [Edit] [Delete]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

Incident Reporting

Facility: Norfolk (CSU) Fips: Norfolk

IR ID: [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	Access Log
Initial	Incident Type					
<input type="checkbox"/>	Assault on Juvenile (by anyone)					

Incident Type: Assault on Juvenile (by anyone)

An unprovoked physical attack, by any person (including CSU staff, other juveniles, and any other individual) on a juvenile under supervision at the CSU or during a CSU-related activity.

☐ Initial Event?

[Add] [Edit] [Delete]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

Missing Initial Event

To remove the initial event record you must first select another initial event.

[OK]

- The **Initial Event?** checkmark must be removed from an incident type record before an incident type record can be deleted.
- An incident type record must be designated as an initial event in order to save an IR.
- To delete the only remaining incident type record, the user must first add a new incident type record.

3. Description Tab – CSU, VJCCA, and Group Home

- a. (i) Type the incident description into the **Incident Description** section.

The screenshot shows the 'Incident Reporting' window for Facility: Richmond City (CSU) and Fips: Richmond. The 'IR ID' field is empty. A red box highlights the 'Description' tab in the top navigation bar. Below the tabs, the 'INCIDENT DESCRIPTION' section is visible, with a text area for detailing the incident. A note at the bottom states: 'Locked/Approved By: This incident has yet to be approved.'

4. Juvenile(s) Involved Tab – CSU, VJCCA, and Group Home

The *Juvenile(s) Involved* tab allows users to add all juveniles involved in an incident and document the juveniles' role in the incident. A juvenile record displays Role, Juvenile#, Name, DOB, Race, Genetic Sex, Probation Begin, Parole Begin, and Current Offense.

The screenshot shows the 'Incident Reporting' window with the 'Juvenile(s) Involved' tab selected. It displays a table titled 'JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT' with columns: Role, Juvenile#, Name, DOB, Race, Genetic Sex, Probation Begin, and Parole Begin. Below the table, there are input fields for adding a new juvenile: Juvenile Number, Name, Role (dropdown), DOB, Race, Genetic Sex, Probation Begin, Parole Begin, and Current Offense. Buttons for 'Add', 'View Data', 'Edit', and 'Delete' are present. A note at the bottom states: 'Locked/Approved By: This incident has yet to be approved.'

a. Add Juvenile(s) Involved

- i. (i) Click the **Add** button and the *Find Juvenile* screen will appear.
 1. The *Find Juvenile* screen will display the *Find Juvenile* tab, the *Direct Care Population* tab, and the *Detention Population* tab. For summary instructions using the *Find Juvenile* screen, see [Juvenile Search](#) in the [Search – Incident Reporting Module](#) section below. For detailed instructions using the *Find Juvenile* screen, see the [BADGE Login & Search Manual](#).

Incident Reporting

Facility: Richmond City (CSU) Fips: Richmond

IR ID: [Buttons: Delete, Save, Email, Notify DJJ Director, Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	Access Log
JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT (Details of each juvenile are not editable in the IR system)						
Role	Juvenile#	Name	DOB	Race	Genetic Sex	Probation Begin
	0		01/01/0001			

[Buttons: Add, View Data, Edit, Delete]

Juvenile Number: [] Name: [] Role: None Selected

DOB: [] Race: [] Genetic Sex: [] Probation Begin: [] Parole Begin: []

Current Offense: []

[Buttons: Apply, Cancel]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

Find Juvenile

Find Juvenile Direct Care Population Detention Population

Search by:

- ☒ Juvenile Number
- ☐ DC Number
- ☐ Intake Case Number
- ☐ Caseload Number
- ☐ Advance Search
- ☐ Previous Selections

Last Name: [] Name Suffix: [] Include: [None] Use Wildcard: []

First Name: [] Include Alternative First Name Spellings: [] Use Wildcard: []

DOB / Age: ☒ DOB ☐ Age SSN: []

Street Address: [] (Full or Partial)

ZIP Code: [] Phone: [] (Home, Cell, or Work)

☐ Find Juveniles with Commitment(s) to the State Clear All

Juvenile Number: []

[Buttons: Show Last Results, Find, Cancel]

2. Once the appropriate juvenile has been found and selected using the Find Juvenile screen the user will be returned to the *Juvenile(s) Involved* tab where the **Juvenile Number**, **Name**, **DOB**, **Race**, **Genetic Sex**, **Probation Begin**, **Parole Begin**, and **Current Offense** fields will auto-populate.
 - ii. Select an option from the **Role** drop-down menu.
 1. Click the **Cancel** button and any unsaved information will be cleared.
 2. Click the **Apply** button and the record will appear in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section.
 - iii. Perform the steps above as necessary to add any additional juveniles involved in the incident.

Incident Reporting

Facility: Richmond City (CSU) Fips: Richmond

IR ID: [Buttons: Delete, Save, Email, Notify DJJ Director, Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	Access Log
JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT (Details of each juvenile are not editable in the IR system)						
Role	Juvenile#	Name	DOB	Race	Genetic Sex	Probation Begin
	0		01/01/0001			

[Buttons: Add, View Data, Edit, Delete]

Juvenile Number: [] Name: [] Role: None Selected

DOB: [] Race: [] Genetic Sex: [] Probation Begin: [] Parole Begin: []

Current Offense: []

[Buttons: Apply, Cancel]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

b. **View Data for Juvenile's Involved**

- i. (i) Select a Juvenile's record in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in blue. (ii) Click the **View Data** button and the IR – Juvenile Information screen will appear.

Incident Reporting

Facility: Richmond City (CSU) Fips: Richmond

IR ID: [X] Delete [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

Incident(s) Involved

IR ID	Facility	IR Date	IR Types
10000000000000000000	Richmond City (CSU)	10/10/2023	Other

None Selected

[Add] [View Data] [Edit] [Delete]

Juvenile Number: [10000000000000000000] Name: [Richmond City (CSU)] Role: None Selected

DOB: [10/10/2023] Race: [Richmond City (CSU)] Genetic Sex: [Richmond City (CSU)] Probation Begin: [10/10/2023] Parole Begin: [10/10/2023]

Current Offense: [10/10/2023]

[Apply] [Cancel]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

IR - Juvenile Information

Juvenile #: [10000000000000000000] Name: [Richmond City (CSU)] DOB: [10/10/2023] Has Alert(s) [Juvenile Info]

Race: [Richmond City (CSU)] Genetic Sex: [Richmond City (CSU)] Parole Begin Date: [10/10/2023] Probation Begin Date: [10/10/2023]

Home Phone: [10/10/2023]

Incident(s) Involved

IR ID	Facility	IR Date	IR Types
10000000000000000000	Richmond City (CSU)	10/10/2023	Other

[View] [Print]

1. The IR – Juvenile Information screen displays Juvenile #, Name, DOB, Race, Genetic Sex, Parole Begin Date, Probation Begin Date, Home Phone, and will indicate if the juvenile has alert(s).
 - a. **Juvenile Info Button**
 - i. From the IR – Juvenile Information screen, (i) click the **Juvenile Info** button located in the upper right-hand side of the screen and the Juvenile Information screen will appear and display additional information for the juvenile. (ii) Click the **Close** button to exit the Juvenile Information screen and return to the IR – Juvenile Information screen.

Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the Juvenile Information screen.

IR - Juvenile Information

Juvenile #: [10000000000000000000] Name: [Richmond City (CSU)] DOB: [10/10/2023] Has Alert(s) [Juvenile Info]

Race: [Richmond City (CSU)] Genetic Sex: [Richmond City (CSU)] Parole Begin Date: [10/10/2023] Probation Begin Date: [10/10/2023]

Home Phone: [10/10/2023]

Incident(s) Involved

IR ID	Facility	IR Date	IR Types
10000000000000000000	Richmond City (CSU)	10/10/2023	Other

[View] [Print]

Juvenile Information

Juvenile Number: [10000000000000000000] SSN: [10/10/2023]

Juvenile Name: [Richmond City (CSU)]

Date of Birth: [10/10/2023] Age (Years - Months): [10/10/2023]

Race / Ethnicity: [Richmond City (CSU)] Resident of: [Richmond City (CSU)] Genetic Sex: [Richmond City (CSU)]

No Image Available

Info/Face Sheet | Alas | Case Workers | ID Marks | Detention Info | Alerts | Family | Access Log

Generated Alerts

Juvenile has calendar event due in the Caseload system

Recorded Alerts

View/Change | Print Alerts

Close

- b. Incident(s) Involved Tab
 - i. The Incident(s) Involved tab displays IR ID, Facility, IR Date, and IR Types for each incident record. (i) Select a record from the list and the row will be highlighted in blue. (ii) Click the **View** button and the Incident Reporting screen will appear displaying the incident record selected. When done, (iii) click the **X** button in the upper right corner to close the screen and return to the IR – Juvenile Information screen.

IR - Juvenile Information

Juvenile #: [redacted] Name: [redacted] DOB: [redacted] Has Alerts(s) Juvenile Info

Race: [redacted] Genetic Sex: [redacted] Parole Begin Date: [redacted] Probation Begin Date: [redacted]

Home Phone: [redacted]

Incident(s) Involved Intake Offense(s)

IR ID	Facility	IR Date	IR Types
2018-01-18-00001	Richmond Correctional Center	01/18/2018	Other Right
2018-01-18-00002	Richmond Correctional Center	01/18/2018	Integration of Incident (incident/issue/issue/issue)
2018-01-18-00003	Richmond Correctional Center	01/18/2018	New Group - (Group) incident/issue/issue/issue
2018-01-18-00004	Richmond Correctional Center	01/18/2018	New Group - Use of Force
2018-01-18-00005	Richmond Correctional Center	01/18/2018	Unsubstantiated - (Unsubstantiated) incident/issue/issue/issue
2018-01-18-00006	Richmond Correctional Center	01/18/2018	Unsubstantiated - (Unsubstantiated) incident/issue/issue/issue
2018-01-18-00007	Richmond Correctional Center	01/18/2018	New Group - (Group) incident/issue/issue/issue
2018-01-18-00008	Richmond Correctional Center	01/18/2018	New Group - Use of Force

View Print

Incident Reporting

Facility: [redacted] IR ID: [redacted]

Delete Save Email Notify DJJ Director Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR Incident Type Description Juvenile(s) Involved Parties Notified Addendum PREA Corrective Action Access Log

Central Office Use Only
☐ Post Submission Modification

Incident Date / Time: [redacted] (hh:mm am/pm)

Report Date / Time: [redacted] (hh:mm am/pm)

Reported By: [redacted] Title: [redacted]

Reported To: [redacted] Title: [redacted]

Location of Incident: [redacted]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

- ii. (i) Click the **Print** button and a report viewer screen will appear displaying the full list of records on the *Incident(s) Involved* tab. (ii) Click the **X** button in the upper right corner to close the report viewer screen and return to the IR – Juvenile Information screen.

IR - Juvenile Information

Juvenile #: [redacted] Name: [redacted] DOB: [redacted] Has Alerts(s) Juvenile Info

Race: [redacted] Genetic Sex: [redacted] Parole Begin Date: [redacted] Probation Begin Date: [redacted]

Home Phone: [redacted]

Incident(s) Involved Intake Offense(s)

IR ID	Facility	IR Date	IR Types
2018-01-18-00001	Richmond Correctional Center	01/18/2018	Other Right
2018-01-18-00002	Richmond Correctional Center	01/18/2018	Integration of Incident (incident/issue/issue/issue)
2018-01-18-00003	Richmond Correctional Center	01/18/2018	New Group - (Group) incident/issue/issue/issue
2018-01-18-00004	Richmond Correctional Center	01/18/2018	New Group - Use of Force
2018-01-18-00005	Richmond Correctional Center	01/18/2018	Unsubstantiated - (Unsubstantiated) incident/issue/issue/issue
2018-01-18-00006	Richmond Correctional Center	01/18/2018	Unsubstantiated - (Unsubstantiated) incident/issue/issue/issue
2018-01-18-00007	Richmond Correctional Center	01/18/2018	New Group - (Group) incident/issue/issue/issue
2018-01-18-00008	Richmond Correctional Center	01/18/2018	New Group - Use of Force

View Print

Virginia Department Of Juvenile Justice
Juvenile's Incidents

Juvenile Number: [redacted] Name: [redacted] DOB: [redacted]

Parole Begin Date: [redacted] Probation Begin Date: [redacted]

IR ID	Facility	IR DATE	IR Types
2018-01-18-00001	Richmond Correctional Center	01/18/2018	Other Right
2018-01-18-00002	Richmond Correctional Center	01/18/2018	Integration of Incident (incident/issue/issue/issue)
2018-01-18-00003	Richmond Correctional Center	01/18/2018	New Group - (Group) incident/issue/issue/issue
2018-01-18-00004	Richmond Correctional Center	01/18/2018	New Group - Use of Force
2018-01-18-00005	Richmond Correctional Center	01/18/2018	Unsubstantiated - (Unsubstantiated) incident/issue/issue/issue
2018-01-18-00006	Richmond Correctional Center	01/18/2018	Unsubstantiated - (Unsubstantiated) incident/issue/issue/issue
2018-01-18-00007	Richmond Correctional Center	01/18/2018	New Group - (Group) incident/issue/issue/issue
2018-01-18-00008	Richmond Correctional Center	01/18/2018	New Group - Use of Force

c. *Intake Offense(s) Tab*

- i. The *Intake Offense(s)* tab displays a list of the juvenile's intake offenses by Offense Date, Offense Description, Adjudication Date, Adjudication, Amend Date, and Amend Description. The user can sort the list by clicking the header of any column. When done, click the **X** button in the upper right corner to close the screen and return to the IR – Juvenile Information screen.

c. **Edit Juvenile(s) Involved**

- i. (i) Select a Juvenile's record in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in **blue**. (ii) Click the **Edit** button and update the record as required by modifying the **Role** field. The **Juvenile Number**, **Name**, **DOB**, **Race**, **Genetic Sex**, **Class Level**, **Committing Court**, and **Committing Offense(s)** fields cannot be edited.
 1. Click the **Cancel** button and any unsaved information will be cleared.
 2. Click the **Apply** button and the record will appear in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section.

d. **Delete Juvenile(s) Involved**

- i. (i) Select a Juvenile's record in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in **blue**. (ii) Click the **Delete** button and the Warning screen will appear, (iii) (a) click the **Yes** button to delete the record or (iii) (b) the **No** button to return to the *Incident Type* tab without deleting the record.

Incident Reporting

Facility: Richmond City (CSU) Fips: Richmond

IR ID: [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data on all tabs has been filled out prior to saving the incident.

IR Incident Type Description Juvenile(s) Involved Parties Notified Addendum Access Log

JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT
(Details of each juvenile are not editable in the IR system)

Role	Juvenile#	Name	DOB	Race	Genetic Sex	Probation Begin	Parole Begin
Subject							
None Selected							

[Add] [View Data] [Edit] [Delete]

Juvenile Number: [Text] Name: [Text] Role: None Selected

DOB: [Text] Race: [Text] Genetic Sex: [Text] Probation Begin: [Text] Parole Begin: [Text]

Current Offense: [Text]

[Apply] [Cancel]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

5. Parties Notified Tab – CSU, VJCCA, and Group Home

The *Parties Notified* tab allows users to document all parties notified of an incident. The **PARTIES NOTIFIED** section of the tab displays the following column headings: Title Notified, Name, Reported By, Date Notified, (hh:mm am/pm), and How Notified.

Incident Reporting

Facility: Richmond City (CSU) Fips: Richmond

IR ID: [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data on all tabs has been filled out prior to saving the incident.

IR Incident Type Description Juvenile(s) Involved Parties Notified Addendum Access Log

PARTIES NOTIFIED

Title Notified	Name	Reported By	Date Notified	(hh:mm am/pm)	How Notified

[Add] [Delete]

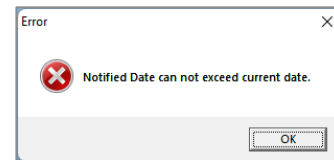
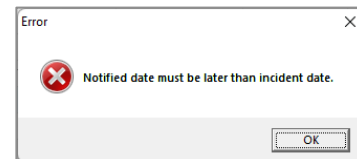
Additional Notification: [Text]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

a. Add Parties Notified

- i. (i) Click the **Add** button and a table will appear in the **PARTIES NOTIFIED** section of the tab. The Title Notified column will auto-populate and display the following based on the facility type:
 1. **CSU**
 - a. CSU Director, CSU Deputy Director, Supervisor, Parent/Legal Guardian, and Other.
 2. **VJCCCA and Group Home/Youth Center/Shelter**
 - a. The Title Notified does not auto-populate for these facility types and is completed by the user.
- ii. To input data directly into the table (i) select the appropriate **Title Notified** row in the **PARTIES NOTIFIED** section and the row will be highlighted in blue. Enter appropriate data for the (ii) **Title Notified** (if blank), (iii) **Name**, and (iv) **Reported By**. Use the calendar drop-down screen to (v) enter the **Date Notified**. Enter the (vi) time (**hh:mm am/pm**) and use the drop-down list to (vii) select the **How Notified** information.
- iii. The **Additional Notification** textbox will also become accessible.
 1. If additional parties are notified that do not exist in the **PARTIES NOTIFIED** table (primarily applicable for **CSUs**), record that information in the **Additional Notification** textbox using the same format of the table (Title Notified, Name, Reported By, Date Notified, (hh:mm am/pm), and How Notified).



- The **Add** button will be greyed out and inaccessible after it is initially selected for **CSU** facility types but remains available for **VJCCCA** and **Group Home/Youth Center/Shelter** facility types.
- The **Add** button can be used to add multiple records to the **PARTIES NOTIFIED** table for **VJCCCA** and **Group Home/Youth Center/Shelter** facility types.
- The **Incident Date/Time** must be before the **Date Notified** or an Error screen will display when the **Save** button is selected.
- The **Notified Date** cannot exceed the current date or an Error screen will display when the **Save** button is selected.

b. Delete Parties Notified

i. CSU

- The **Delete** button is always greyed out and inaccessible on this tab for **CSUs**. To edit or delete information in the **PARTIES NOTIFIED** table or Additional Notification text field, select each individual field and use the keyboard to delete an entry and edit or enter new text.

ii. VJCCCA and Group Home/Youth Center/Shelter

- (i) Select a record in the **PARTIES NOTIFIED** table and the row will be highlighted in blue. (ii) Click the **Delete** button and the Warning screen will appear, (iii) (a) click the **Yes** button to delete the record or (iii) (b) the **No** button to return to the *Incident Type* tab without deleting the record.

Incident Reporting

Facility: VJCCA-Accomack County(001)

IR ID: [] [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data on all tabs has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	Access Log
PARTIES NOTIFIED						
Title Notified	Name	Reported By	Date Notified (hh:mm am/pm)	How Notified		
[]	[]	[]	[]	[]		
<div> <div>Add</div> <div>Delete</div> </div>						

Additional Notification: []

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

Warning

Are you sure you want to delete the selected record?

Yes No

6. Addendum tab – CSU, VJCCA, and Group Home

The *Addendum* tab allows users to document any additional information that has been obtained related to the initial incident. The **ADDENDA** section of the tab displays the following column headings: Date Keyed, Keyed By, and Addendum.

Incident Reporting

Facility: Richmond City (CSU) Fips: Richmond

IR ID: [] [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data on all tabs has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	Access Log
ADDENDA						
Date Keyed	Keyed By	Addendum				
<div> <div>Add</div> <div>Edit</div> <div>Delete</div> </div>						

Enter Description ONLY (Use ctrl+V to paste): []

Apply Cancel

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

a. Add Addendum

- Click the **Add** button and (ii) enter a description of the incident into the **Enter Description ONLY** textbox.
 - To cancel, click the **Cancel** button prior to selecting the **Apply** button or the **Save** button.
- Click the **Apply** button and the description entered in the textbox will appear in the Addendum column of the **ADDENDA** section.
- (i) Click the **Save** button and an information screen will appear stating the incident has been saved.
 (ii) Click the **OK** button on the information screen to return to the Incident Reporting screen, *IR* tab.

Incident Reporting

Facility: Richmond City (CSU) Fips: Richmond

IR ID: [REDACTED]

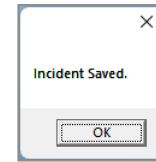
Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	Access Log
<p>ADDENDA</p> <p>Date Keyed: [REDACTED] Keyed By: [REDACTED]</p> <p>Addendum: [REDACTED]</p> <p>Add Information: [REDACTED]</p> <p>Buttons: Add, Edit, Delete</p> <p>Buttons: Apply, Cancel</p>						

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.



- iv. To continue working on the *Addendum* tab, the user will be required to select the *Addendum* tab again. The Date Keyed and Keyed By fields in the **ADDENDA** section of the *Addendum* tab will be completed, these two fields auto-populate when the **Save** button is selected.

Incident Reporting

Facility: Richmond City (CSU) Fips: Richmond

IR ID: [REDACTED]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

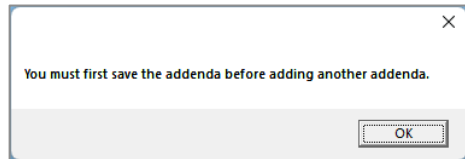
IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	Access Log
<p>ADDENDA</p> <p>Date Keyed: [REDACTED] Keyed By: [REDACTED]</p> <p>Addendum: [REDACTED]</p> <p>Add Information: [REDACTED]</p> <p>Buttons: Add, Edit, Delete</p> <p>Buttons: Apply, Cancel</p>						

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

- v. To add an additional addendum click the **Add** button and perform the steps outlined above again.

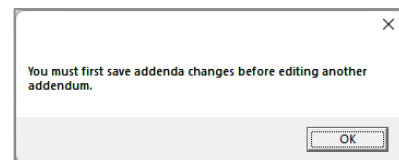
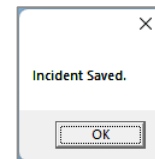
- If the **Add** button is selected after clicking the **Apply** button to enter an addenda but prior to clicking on the **Save** button, an information screen will appear stating the addenda must be saved before adding another addenda.
- Clicking the **Apply** button will only populate the Addendum column of the **ADDENDA** section; click the **Save** button to populate a complete record (Date Keyed, Keyed By, and Addendum).



See the notes above for these two images

a. Edit Addendum

- i. (i) Select an addendum record in the **ADDENDA** section and the row will be highlighted in **blue**. (ii) Click the **Edit** button and (iii) update the record as required by modifying the text in the **Enter Description ONLY** field.
 1. Click the **Cancel** button prior to clicking the **Apply** button or the **Save** button and any unsaved information will be cleared.
 2. Click the **Apply** button and the changes will appear in the Addendum column of the edited record in the **ADDENDA** section.
 3. (i) Click the **Save** button to finalize the changes and an information screen will appear stating "Incident Saved." (ii) Click the **OK** button to return to the Incident Reporting screen, *IR* tab. To continue working on the *Addendum* tab, the user will be required to (iii) select the *Addendum* tab again.



- If the **Edit** button is selected after clicking the **Apply** button but prior to clicking on the **Save** button, an information screen will appear stating the addenda changes must be saved before editing another addendum.

b. Delete Addendum

- i. (i) Select an addendum record in the **ADDENDA** section and the row will be highlighted in **blue**. (ii) Click the **Delete** button and the Warning screen will appear, (iii) (a) click the **Yes** button to delete the record or (iii) (b) the **No** button to return to the *Incident Type* tab without deleting the record.

Incident Reporting

Facility: Richmond City (CSU) Fips: Richmond

IR ID: [REDACTED]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

Tabs: IR, Incident Type, Description, Juvenile(s) Involved, Parties Notified, Addendum, Access Log

ADDENDUM

Date Keyed	Keyed By	Addendum
10/10/2023	[REDACTED]	[REDACTED]

Buttons: Add, Edit, Delete (highlighted)

Enter Description ONLY (Use ctrl+V to paste)

Add Information

Buttons: Apply, Cancel

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

Warning

Are you sure you want to delete the selected record?

Buttons: Yes, No

7. Access Log Tab – CSU, VJCCA, and Group Home

The *Access Log* tab displays a list of all users who have either entered, viewed, or edited an incident report. The **ACCESS LOG** section on the *Access Log* tab will display the day, date, time, access type (read or modify), and the user name.

Incident Reporting

Facility: Richmond City (CSU) Fips: Richmond

IR ID: [REDACTED]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

Tabs: IR, Incident Type, Description, Juvenile(s) Involved, Parties Notified, Addendum, Access Log (highlighted)

ACCESS LOG

Date	Time	Access Type	User Name
10/10/2023	10:10:10 AM	Read	[REDACTED]
10/10/2023	10:10:10 AM	Read	[REDACTED]
10/10/2023	10:10:10 AM	Read	[REDACTED]
10/10/2023	10:10:10 AM	Read	[REDACTED]
10/10/2023	10:10:10 AM	Read	[REDACTED]

Buttons: Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

- The **ACCESS LOG** section will also display the names of any users who view the incident report even after the record has been saved in the BADGE system.

Juvenile Detention Center (JDC)

If a Juvenile Detention Center is selected as the incident reporting facility from the **Facility** drop-down menu, the *Incident Reporting* screen will display the following tabs: (1) *IR*, (2) *Incident Type*, (3) *Description*, (4) *Juvenile(s) Involved*, (5) *Parties Notified*, (6) *Addendum*, (7) *PREA Correction Action*, and (8) *Access Log* tabs.

- On the upper left corner of the Incident Reporting screen the facility the user has selected will be displayed, as demonstrated in the screen image displayed above.

1. IR Tab – JDC

- Use the calendar drop-down screens and the adjacent time fields (hh:mm am/pm format) to enter the (i) **Incident Date / Time** and (ii) **Report Date / Time**. For each field, (iii) **Reported By** and (iv) **Reported To**, enter the employee name and (v) enter the appropriate text for the adjacent **Title** fields. (vi) Enter the location within the juvenile detention center in the **Location of Incident** text field.
- If the **Save** button at the top of the Incident Reporting screen is clicked an information screen will appear informing the user that an initiating incident must be selected on the Incident Type tab. Click the **OK** button to return to the Incident Reporting screen. Typically, the **Save** button is not selected until all tabs have been completed on the Incident Reporting screen.

- The **Incident Date/Time** must be before the **Report Date/Time**.
- Make sure all applicable data on all tabs has been entered on the Incident Reporting screen prior to saving the incident.
- At a minimum, the following fields must be entered before an incident can be saved:
 - Incident Date / Time**, **Report Date / Time** and **Location of Incident** on the IR tab, and
 - At least one **Incident Type** must be added and selected as an **Initial Event** on the Incident Type tab.

2. Incident Type Tab – JDC

- Add an Incident Type**
 - (i) Click the **Add** button. (ii) Select an option from the **Incident Type** drop-down menu and the definition of the incident type will populate in the textbox below the incident type option selected.

Incident Reporting

Facility: Richmond Detention

IR ID: [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR Incident Type Description Juvenile(s) Involved Parties Notified Addendum PREA Corrective Action Access Log

INCIDENT TYPE

Initial Incident Type

[Add] [Edit] [Delete]

Incident Type:

- AWOL (post-D program only) - requires immediate notification to the Certification Unit (804)212-8803
- Allegation of Resident-on-Resident Consensual Sexual Misconduct
- Allegation of Resident-on-Resident Indecent Exposure
- Allegation of Resident-on-Resident Sexual Contact
- Allegation of Resident-on-Resident Sexual Harassment
- Allegation of Staff-on-Resident Indecent Exposure
- Allegation of Staff-on-Resident Sexual Harassment
- Allegation of Staff-on-Resident Sexual Misconduct
- Allegation of Staff-on-Resident Sexually Abusive Act or Penetration
- Allegation of Staff-on-Resident Sexually Abusive Contact
- Allegation of Staff-on-Resident Voyeurism
- Allegation of resident-on-resident sexual act or penetration
- Attempted escape (does not include planning or talking about escape)
- Death - requires immediate notification to the Certification Unit (804)212-8803
- Escape - requires immediate notification to the Certification Unit (804)212-8803
- Fight
- Fire - requires immediate notification to the Certification Unit (804)212-8803

☐ Initial Event?

Incident Reporting

Facility: Richmond Detention

IR ID: [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR Incident Type Description Juvenile(s) Involved Parties Notified Addendum PREA Corrective Action Access Log

INCIDENT TYPE

Initial Incident Type

[Add] [Edit] [Delete]

Incident Type: Allegation of Resident-on-Resident Consensual Sexual Misconduct

Any alleged consensual, sexual act by a resident of another resident including (i) contact between the penis and the vagina or the anus; (ii) contact between the mouth and the penis, vagina, or anus; or (iii) penetration of the anal or genital opening of another person.

Disposition: [Dropdown]

☐ Initial Event?

[Apply] [Cancel]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

1. The **Narrative** field will appear when "Other" is selected for the **Incident Type** field. If the field appears, input appropriate text in the text field.

Incident Reporting

Facility: Richmond Detention

IR ID: [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR Incident Type Description Juvenile(s) Involved Parties Notified Addendum PREA Corrective Action Access Log

INCIDENT TYPE

Initial Incident Type

[Add] [Edit] [Delete]

Incident Type: Other

Any serious occurrence out of the ordinary course of operations that (i) is likely to attract attention of the media or the general public or (ii) could result in litigation.

Narrative: [Text Field]

☐ Initial Event?

[Apply] [Cancel]

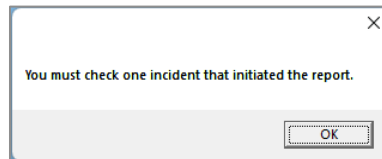
Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

2. The **Disposition** field will appear when certain values are selected for the **Incident Type** field. If the field appears, select an option from the **Disposition** drop-down menu.

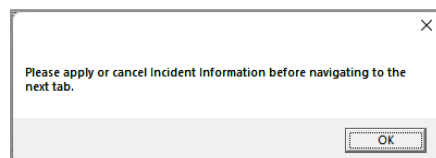
ii. If appropriate, place a checkmark in the **Initial Event?** checkbox.

- One and only one incident type record must have the **Initial Event?** checkbox selected. An information screen will appear if the user attempts to click the **Save** button without assigning an incident as an initial event.



- iii. Click the **Cancel** button and any unsaved information will be cleared.
iv. Click the **Apply** button and the record will appear in the **INCIDENT TYPE** section.

1. An information screen will display if the user attempts to access another tab without selecting the **Apply** or **Cancel** buttons on the *Incident Type* tab. Click the **OK** button to close the information screen and return to the *Incident Type* tab.



b. Edit an Incident Type

- i. (i) Select an incident type record in the **INCIDENT TYPE** section, and the row will be highlighted in **blue**. (ii) Click the **Edit** button and update the record as required by modifying the **Incident Type** drop-down menu and the **Initial Event?** Checkbox.
- ii. Click the **Cancel** button and any unsaved information will be cleared.
- iii. Click the **Apply** button and the record will appear in the **INCIDENT TYPE** section.

The screenshot shows the 'Incident Reporting' window for 'Richmond Detention'. The 'Incident Type' section is active, showing a list of incident types. The 'Fight' incident type is selected and highlighted in blue. The 'Edit' button is highlighted with a red box. The 'Initial Event?' checkbox is unchecked. The description for 'Fight' is: 'A physical altercation between two (2) or more residents that results in an injury of such a nature that it requires immediate medical treatment (excluding basic first aid) from medical staff on or off site. The treatment provided or condition diagnosed causes significant...'.

c. Delete an Incident Type

- i. Select an incident type record in the **INCIDENT TYPE** section, and the row will be highlighted in **blue**.
 1. If the incident type record selected for deletion **is not** the initial event (i.e., the **Initial Event** checkbox **is not** selected), (i) click the **Delete** button and the Warning screen will appear, (ii) (a) click the **Yes** button to delete the record or (ii) (b) click the **No** button to return to the *Incident Type* tab without deleting the record.

The screenshot shows the 'Incident Reporting' window for 'Richmond Detention'. The 'Incident Type' section is active, showing a list of incident types. The 'Juvenile-on-juvenile assault' incident type is selected and highlighted in blue. The 'Delete' button is highlighted with a red box. A 'Warning' dialog box is displayed, asking 'Are you sure you want to delete the selected record?' with 'Yes' and 'No' buttons. The description for 'Juvenile-on-juvenile assault' is: 'An unprovoked physical attack resulting in an injury that requires immediate medical treatment (excluding basic first aid) from medical staff on-site or off-site. The treatment provided or condition diagnosed causes significant disruption to the normal routine due to...'.

2. If the incident type record selected for deletion **is** the initial event (i.e., the **Initial Event** checkbox **is** selected) or the record selected for deletion is the only existing record, when the user (i) clicks the **Delete** button the Missing Initial Event information screen will appear and state, "To remove the initial event record you must first select another initial event." (ii) Click the **OK** button to return to the *Incident Type* tab.
 - a. Follow the instructions in the **Add an Incident Type** section and/or the **Edit an Incident Type** section above to designate another incident type record as the **Initial Event**.

- b. Follow the instructions in the **Edit an Incident Type** section above to remove the **Initial Event** designation from the incident type record to be deleted and then follow the instructions in the **Delete an Incident Type** section to delete the record.

Facility: Richmond Detention

IR ID: [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
	Initial Incident Type						
	<input checked="" type="checkbox"/> Fight						

Incident Type: Fight

A physical altercation between two (2) or more residents that results in an injury of such a nature that it requires immediate medical treatment (excluding basic first aid) from medical staff on or off site. The treatment provided or condition diagnosed caused significant...

[Add] [Edit] [Delete]

Initial Event? ☒

[Apply] [Cancel]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

Facility: Richmond Detention

IR ID: [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
	Initial Incident Type						
	<input type="checkbox"/> Fight						

Incident Type: Fight

A physical altercation between two (2) or more residents that results in an injury of such a nature that it requires immediate medical treatment (excluding basic first aid) from medical staff on or off site. The treatment provided or condition diagnosed caused significant...

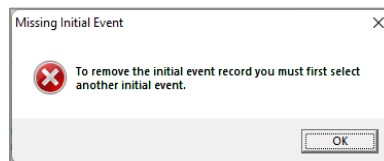
[Add] [Edit] [Delete]

Initial Event? ☐

[Apply] [Cancel]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.



- The **Initial Event?** checkmark must be removed from an incident type record before an incident type record can be deleted.
- An incident type record must be designated as an initial event in order to save an IR.
- To delete the only remaining incident type record, the user must first add a new incident type record.

3. Description Tab – JDC

- a. (i) Type the incident description into the **Incident Description** section.

Facility: Richmond Detention

IR ID: [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
	Initial Incident Type						
	<input type="checkbox"/> Fight						

Incident Description (Use CTRL+V to paste)

Detail the who, what, when, where, why and how of the incident.

[Approve / Lock this Incident]

Locked/Approved By: This incident has yet to be approved.

4. Juvenile(s) Involved Tab – JDC

The *Juvenile(s) Involved* tab allows users to add all juveniles involved in an incident and document the juveniles' role in the incident. A juvenile record displays Role, Juvenile#, Name, DOB, Race, Genetic Sex, Probation Begin, and Parole Begin.

a. **Add Juvenile(s) Involved**

- i. (i) Click the **Add** button and the *Find Juvenile* screen will appear.
 1. The *Find Juvenile* screen will display the *Find Juvenile* tab, the *Direct Care Population* tab, and the *Detention Population* tab. For summary instructions using the *Find Juvenile* screen, see [Juvenile Search](#) in the [Search – Incident Reporting Module](#) section below. For detailed instructions using the *Find Juvenile* screen, see the [BADGE Login & Search Manual](#).

2. Once the appropriate juvenile has been found and selected using the *Find Juvenile* screen the user will be returned to the *Juvenile(s) Involved* tab where the **Juvenile Number**, **Name**, **DOB**, **Race**, **Genetic Sex**, **Probation Begin**, **Parole Begin**, and **Current Offense** fields will auto-populate.
- ii. Select an option from the **Role** drop-down menu.
 1. Click the **Cancel** button and any unsaved information will be cleared.
 2. Click the **Apply** button and the record will appear in the **JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT** section.
- iii. Perform the steps above as necessary to add any additional juveniles involved in the incident.

Incident Reporting

Facility: Richmond Detention

IR ID: [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT (Details of each juvenile are not editable in the IR system)							
Role	Juvenile#	Name	DOB	Race	Genetic Sex	Probation Begin	Parole Begin
<div> <div>+</div> Add <div>🔍</div> View Data <div>✎</div> Edit <div>✕</div> Delete </div>							
Juvenile Number:	DOB:	Name:	Race:	Genetic Sex:	Probation Begin:	Role: None Selected	
Current Offense:	<div> <div>✓</div> Apply <div>✕</div> Cancel </div>						
<div>Approve / Lock this Incident</div> <div>Locked/Approved By: This incident has yet to be approved.</div>							

b. **View Data for Juvenile's Involved**

- i. (i) Select a Juvenile's record in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in **blue**. (ii) Click the **View Data** button and the IR – Juvenile Information screen will appear.

Incident Reporting

Facility: Richmond Detention

IR ID: [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT (Details of each juvenile are not editable in the IR system)							
Role	Juvenile#	Name	DOB	Race	Genetic Sex	Probation Begin	Parole Begin
<div> <div>+</div> Add <div>🔍</div> View Data <div>✎</div> Edit <div>✕</div> Delete </div>							
Juvenile Number:	DOB:	Name:	Race:	Genetic Sex:	Probation Begin:	Role: None Selected	
Current Offense:	<div> <div>✓</div> Apply <div>✕</div> Cancel </div>						
<div>Approve / Lock this Incident</div> <div>Locked/Approved By: This incident has yet to be approved.</div>							

IR – Juvenile Information

Juvenile #: [Name] DOB: [Has Alerts] Juvenile Info

Race: [Genetic Sex: [Parole Begin Date: [Probation Begin Date: [Home Phone: [

Incident(s) Involved	Intake Offense(s)
IR ID	Facility
IR Date	IR Types
[Table content]	

[View] [Print]

1. The IR – Juvenile Information screen displays Juvenile #, Name, DOB, Race, Genetic Sex, Parole Begin Date, Probation Begin Date, Home Phone, and will indicate if the juvenile has alert(s).

a. **Juvenile Info Button**

- i. From the IR – Juvenile Information screen, (i) click the **Juvenile Info** button located in the upper right-hand side of the screen and the Juvenile Information screen will appear and display additional information for the juvenile. (ii) Click the **Close** button to exit the Juvenile Information screen and return to the IR – Juvenile Information screen.



Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the Juvenile Information screen.

Juvenile Information

Juvenile Number	[Redacted]	SSN	[Redacted]
Juvenile Name	[Redacted]		
Date of Birth	[Redacted]	Age (Years - Months)	[Redacted]
Race / Ethnicity	[Redacted]		
Resident of	[Redacted]	Genetic Sex	[Redacted]

No Image Available

Info/Face Sheet Alias Case Workers ID Marks Detention Info **Alerts** Family Access Log

Generated Alerts

Juvenile has calendar event due in the Caseload system

Recorded Alerts

- Must Register with Virginia State Police Sex Offender Registry
- Requires Mental Health Services Transition Plan
- Taking General Medication

[View/Change](#)
[Print Alerts](#)

[Close](#)

b. Incident(s) Involved Tab

- i. The *Incident(s) Involved* tab displays IR ID, Facility, IR Date, and IR Types for each incident record. (i) Select a record from the list and the row will be highlighted in blue. (ii) Click the **View** button and the *Incident Reporting* screen will appear displaying the incident record selected. When done, (iii) click the **X** button in the upper right corner to close the screen and return to the *IR – Juvenile Information* screen.
- ii. (i) Click the **Print** button and a report viewer screen will appear displaying the full list of records on the *Incident(s) Involved* tab. (ii) Click the **X** button in the upper right corner to close the report viewer screen and return to the *IR – Juvenile Information* screen.

IR - Juvenile Information

Juvenile #: **10000000000000000000** Name: **JOHNNY ANDREWSON, JAVIER** DOB: **01/01/2000** **Has Alert(s)** Juvenile Info

Race: **Black** Genetic Sex: **Male** Parole Begin Date: Probation Begin Date:

Home Phone: **10000000000000000000**

Incident(s) Involved **Intake Offense(s)**

IR ID	Facility	IR Date	IR Types
10000000000000000000	Autism Spectrum Center	10/01/2000	Allegation of Abuse/Neglect/Physical Sexual Contact
10000000000000000000	San Joaquin Correctional Center	10/01/2000	Non-Contact Physical, Residents, No Sexual Nature
10000000000000000000	San Joaquin Correctional Center	10/01/2000	Non-Contact Use of Force
10000000000000000000	San Joaquin Correctional Center	10/01/2000	Non-Contact Sexual Contact (Sexual Abuse)
10000000000000000000	San Joaquin Correctional Center	10/01/2000	Non-Contact Sexual Contact (Sexual Abuse)
10000000000000000000	San Joaquin Correctional Center	10/01/2000	Non-Contact Sexual Contact (Sexual Abuse)
10000000000000000000	San Joaquin Correctional Center	10/01/2000	Non-Contact Use of Force

View **Print**

IR ID	Facility	IR DATE	IR Types
1000000001	Richmond Detention	10/10/2023	Intake/Release/Residential/Community/Other
1000000002	Richmond Detention	10/10/2023	Intake/Release/Residential/Community/Other
1000000003	Richmond Detention	10/10/2023	Intake/Release/Residential/Community/Other
1000000004	Richmond Detention	10/10/2023	Intake/Release/Residential/Community/Other
1000000005	Richmond Detention	10/10/2023	Intake/Release/Residential/Community/Other
1000000006	Richmond Detention	10/10/2023	Intake/Release/Residential/Community/Other
1000000007	Richmond Detention	10/10/2023	Intake/Release/Residential/Community/Other

c. *Intake Offense(s) Tab*

- i. The *Intake Offense(s)* tab displays a list of the juvenile's intake offenses by Offense Date, Offense Description, Adjudication Date, Adjudication, Amend Date, and Amend Description. The user can sort the list by clicking the header of any column. When done, click the **X** button in the upper right corner to close the screen and return to the IR– Juvenile Information screen.

Offense Date	Offense Description	Adj Date	Adjudication	Amend Date	Amend Description
10/10/2023	Intake/Release/Residential/Community/Other	10/10/2023			
10/10/2023	Intake/Release/Residential/Community/Other	10/10/2023			
10/10/2023	Intake/Release/Residential/Community/Other	10/10/2023			
10/10/2023	Intake/Release/Residential/Community/Other	10/10/2023			
10/10/2023	Intake/Release/Residential/Community/Other	10/10/2023			
10/10/2023	Intake/Release/Residential/Community/Other	10/10/2023			
10/10/2023	Intake/Release/Residential/Community/Other	10/10/2023			
10/10/2023	Intake/Release/Residential/Community/Other	10/10/2023			

c. **Edit Juvenile(s) Involved**

- i. (i) Select a Juvenile's record in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in blue. (ii) Click the **Edit** button and update the record as required by modifying the **Role** field. The **Juvenile Number**, **Name**, **DOB**, **Race**, **Genetic Sex**, **Class Level**, **Committing Court**, and **Committing Offense(s)** fields cannot be edited.
 1. Click the **Cancel** button and any unsaved information will be cleared.
 2. Click the **Apply** button and the record will appear in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section.

Incident Reporting

Facility: Richmond Detention

IR ID: [] [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data on all tabs has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT (Details of each juvenile are not editable in the IR system)							
Role	Juvenile#	Name	DOB	Race	Genetic Sex	Probation Begin	Parole Begin
[]	[]	[]	[]	[]	[]	[]	[]

[Add] [View Data] [Edit] [Delete]

Juvenile Number: [] Name: [] Role: None Selected

DOB: [] Race: [] Genetic Sex: [] Probation Begin: [] Parole Begin: []

Current Offense: []

[Apply] [Cancel]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

d. Delete Juvenile(s) Involved

- i. (i) Select a Juvenile's record in the **JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in **blue**. (ii) Click the **Delete** button and the Warning screen will appear, (iii) (a) click the **Yes** button to delete the record or (iii) (b) the **No** button to return to the *Incident Type* tab without deleting the record.

Incident Reporting

Facility: Richmond Detention

IR ID: [] [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data on all tabs has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT (Details of each juvenile are not editable in the IR system)							
Role	Juvenile#	Name	DOB	Race	Genetic Sex	Probation Begin	Parole Begin
[]	[]	[]	[]	[]	[]	[]	[]

[Add] [View Data] [Edit] [Delete]

Juvenile Number: [] Name: [] Role: None Selected

DOB: [] Race: [] Genetic Sex: [] Probation Begin: [] Parole Begin: []

Current Offense: []

[Apply] [Cancel]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

Warning

Are you sure you want to delete the selected record?

[Yes] [No]

5. Parties Notified Tab – JDC

The *Parties Notified* tab allows users to document all parties notified of an incident. The **PARTIES NOTIFIED** section of the tab displays the following column headings: Title Notified, Name, Reported By, Date Notified, (hh:mm am/pm), and How Notified.

Incident Reporting

Facility: **Richmond Detention**
IR ID:

Delete
Save
Email
Notify DJJ Director
Print

Please make sure all applicable data on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
----	---------------	-------------	----------------------	------------------	----------	------------------------	------------

Parties Notified

Title Notified
Name
Reported By
Date Notified
(hh:mm am/pm)
How Notified

Add

Delete

Additional Notification:

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

a. Add Parties Notified

- i. Click the **Add** button and a table will appear in the **PARTIES NOTIFIED** section of the tab. The Title Notified column will auto-populate and display the following: Parent/Legal Guardian, CSU, Certification, Superintendent, Assistant Superintendent, and Other. The **Additional Notification** textbox will also become accessible.
- ii. To input data directly into the table (i) select the appropriate **Title Notified** row in the **PARTIES NOTIFIED** section and the row will be highlighted in blue. Enter appropriate data for the (ii) **Name** and (iii) **Reported By**. Use the calendar drop-down screen to (iv) enter the **Date Notified**. Enter the (v) time (**hh:mm am/pm**) and use the drop-down list to (vi) select the **How Notified** information.
- iii. If additional parties are notified that do not exist in the **PARTIES NOTIFIED** table, record that information in the **Additional Notification** textbox using the same format as the table (Title Notified, Name, Reported By, Date Notified, (**hh:mm am/pm**), and How Notified).

Incident Reporting

Facility: Richmond Detention
IR ID:

Delete
Save
Email
Notify DJJ Director
Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log																																										
PARTIES NOTIFIED <table border="1"> <thead> <tr> <th>Title Notified</th> <th>Name</th> <th>Reported By</th> <th>Date Notified</th> <th>(hh:mm am/pm)</th> <th>How Notified</th> </tr> </thead> <tbody> <tr> <td>Parent/Legal Guardian</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CSU</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Certification</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Superintendent</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Assistant Superintendent</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Title Notified	Name	Reported By	Date Notified	(hh:mm am/pm)	How Notified	Parent/Legal Guardian						CSU						Certification						Superintendent						Assistant Superintendent						Other					
Title Notified	Name	Reported By	Date Notified	(hh:mm am/pm)	How Notified																																												
Parent/Legal Guardian																																																	
CSU																																																	
Certification																																																	
Superintendent																																																	
Assistant Superintendent																																																	
Other																																																	

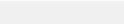
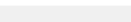
Add
Delete



Additional Notification:

Phone
Voice Mail
Email
In Person
Text

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.



- The **Add** button will be greyed out and inaccessible after it is initially selected.
-  The **Incident Date/Time** must be before the **Date Notified** or an Error screen will display when the **Save** button is selected.
-  The **Notified Date** cannot exceed the current date or an Error screen will display when the **Save** button is selected.

b. Delete Parties Notified

- i. The **Delete** button is always greyed out and inaccessible on this tab. To edit or delete information in the **PARTIES NOTIFIED** table or Additional Notification text field, select each individual field and use the keyboard to delete an entry and edit or enter new text.

6. Addendum tab – JDC

The *Addendum* tab allows users to document any additional information that has been obtained related to the initial incident. The **ADDENDA** section of the tab displays the following column headings: Date Keyed, Keyed By, and Addendum.

The screenshot shows the 'Incident Reporting' window for 'Facility: Richmond Detention'. The 'IR ID:' field is visible. A toolbar contains buttons for Delete, Save, Email, Notify DJJ Director, and Print. A message states: 'Please make sure all applicable data on all tabs has been filled out prior to saving the incident.' Below this is a tabbed interface with tabs for IR, Incident Type, Description, Juvenile(s) Involved, Parties Notified, Addendum, PREA Corrective Action, and Access Log. The 'Addendum' tab is active, showing the 'ADDENDA' section with columns for Date Keyed, Keyed By, and Addendum. An 'Add' button is highlighted with a red box. Below the table is a text area labeled 'Enter Description ONLY (Use ctrl+V to paste)' and buttons for Apply and Cancel. At the bottom, there is an 'Approve / Lock this Incident' button and a status message: 'Locked/Approved By: This incident has yet to be approved.'

a. **Add Addendum**

- i. Click the **Add** button and (ii) enter a description of the incident into the **Enter Description ONLY** textbox.
 1. To cancel, click the **Cancel** button prior to selecting the **Apply** button or the **Save** button.
- ii. Click the **Apply** button and the description entered in the textbox will appear in the Addendum column of the **ADDENDA** section.

This screenshot shows the same 'Incident Reporting' window, but with the 'Add' button and the 'Enter Text' input field highlighted with red circles. A red arrow points from the 'Add' button to the 'Enter Text' field. The 'Enter Text' field is now populated with the text 'Enter Text'. The 'Apply' button is also highlighted with a red box. The rest of the interface remains the same as in the previous screenshot.

- iii. (i) Click the **Save** button and an information screen will appear stating the incident has been saved. (ii) Click the **OK** button on the information screen to return to the *Incident Reporting* screen, *IR* tab.
- iv. To continue working on the *Addendum* tab, the user will be required to select the *Addendum* tab again. The Date Keyed and Keyed By fields in the **ADDENDA** section of the *Addendum* tab will be completed, these two fields auto-populate when the **Save** button is selected.

Incident Reporting

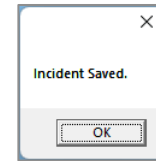
Facility: Richmond Detention

IR ID: [REDACTED]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

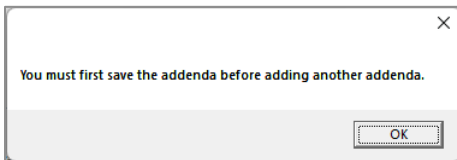
Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log						
<p>ADDENDA</p> <table border="1"> <thead> <tr> <th>Date Keyed</th> <th>Keyed By</th> <th>Addendum</th> </tr> </thead> <tbody> <tr> <td>06/15/2023</td> <td>Eric J. Reinick</td> <td>Enter Text</td> </tr> </tbody> </table> <p>Buttons: Add, Edit, Delete</p> <p>Enter Description ONLY (Use ctrl+V to paste): Enter Text</p> <p>Buttons: Apply, Cancel</p> <p>Approve / Lock this Incident</p> <p>Locked/Approved By: This incident has yet to be approved.</p>								Date Keyed	Keyed By	Addendum	06/15/2023	Eric J. Reinick	Enter Text
Date Keyed	Keyed By	Addendum											
06/15/2023	Eric J. Reinick	Enter Text											



v. To add an additional addendum click the **Add** button and perform the steps outlined above again.

- If the **Add** button is selected after clicking the **Apply** button to enter an addendum but prior to clicking on the **Save** button, an information screen will appear stating the addenda must be saved before adding another addenda.
- Clicking the **Apply** button will only populate the Addendum column of the **ADDENDA** section; click the **Save** button to populate a complete record (Date Keyed, Keyed By, and Addendum).



See the notes above for these two images

Incident Reporting

Facility: Richmond Detention

IR ID: [REDACTED]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log						
<p>ADDENDA</p> <table border="1"> <thead> <tr> <th>Date Keyed</th> <th>Keyed By</th> <th>Addendum</th> </tr> </thead> <tbody> <tr> <td>06/15/2023</td> <td>Eric J. Reinick</td> <td>Click save to populate Date Keyed and Keyed By. Enter text and click apply to</td> </tr> </tbody> </table> <p>Buttons: Add, Edit, Delete</p> <p>Enter Description ONLY (Use ctrl+V to paste): Click save to populate Date Keyed and Keyed By. Enter text and click apply to populate Addendum column.</p> <p>Buttons: Apply, Cancel</p> <p>Approve / Lock this Incident</p> <p>Locked/Approved By: This incident has yet to be approved.</p>								Date Keyed	Keyed By	Addendum	06/15/2023	Eric J. Reinick	Click save to populate Date Keyed and Keyed By. Enter text and click apply to
Date Keyed	Keyed By	Addendum											
06/15/2023	Eric J. Reinick	Click save to populate Date Keyed and Keyed By. Enter text and click apply to											

b. Edit Addendum

- i. (i) Select an addendum record in the **ADDENDA** section and the row will be highlighted in blue. (ii) Click the **Edit** button and (iii) update the record as required by modifying the text in the **Enter Description ONLY** field.
 1. Click the **Cancel** button prior to clicking the **Apply** button or the **Save** button and any unsaved information will be cleared.
 2. Click the **Apply** button and the changes will appear in the Addendum column of the edited record in the **ADDENDA** section.
 3. (i) Click the **Save** button to finalize the changes and an information screen will appear stating "Incident Saved." (ii) Click the **OK** button to return to the Incident Reporting screen, IR tab. To continue working on the Addendum tab, the user will be required to (iii) select the Addendum tab again.

Incident Reporting

Facility: Richmond Detention

IR ID: [REDACTED]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

Tabs: Incident Type, Description, Juvenile(s) Involved, Parties Notified, Addendum, PREA Corrective Action, Access Log

ADDENDA

Date Keyed	Keyed By	Addendum
[REDACTED]	[REDACTED]	[REDACTED]

Click save to populate Date Keyed and Keyed By. Enter text and click apply to j

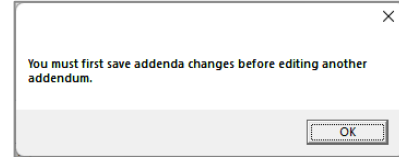
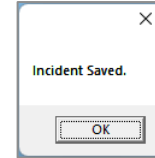
Buttons: Add, Edit, Delete

Enter Description ONLY (Use ctrl+V to paste).
Click save to populate Date Keyed and Keyed By. Enter text and click apply to populate Addendum column.

Buttons: Apply, Cancel

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.



If the **Edit** button is selected after clicking the **Apply** button but prior to clicking on the **Save** button, an information screen will appear stating the addenda changes must be saved before editing another addendum.

c. Delete Addendum

- i. (i) Select an addendum record in the **ADDENDA** section and the row will be highlighted in blue. (ii) Click the **Delete** button and the Warning screen will appear, (iii) (a) click the **Yes** button to delete the record or (iii) (b) the **No** button to return to the *Incident Type* tab without deleting the record.

Incident Reporting

Facility: Richmond Detention

IR ID: [REDACTED]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

Tabs: Incident Type, Description, Juvenile(s) Involved, Parties Notified, Addendum, PREA Corrective Action, Access Log

ADDENDA

Date Keyed	Keyed By	Addendum
[REDACTED]	[REDACTED]	[REDACTED]

Click save to populate Date Keyed and Keyed By. Enter text and click apply to j

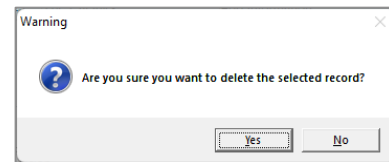
Buttons: Add, Edit, Delete

Enter Description ONLY (Use ctrl+V to paste).
Click save to populate Date Keyed and Keyed By. Enter text and click apply to populate Addendum column.

Buttons: Apply, Cancel

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.



7. PREA Corrective Action Tab – JDC

The *PREA Corrective Action* tab allows users to add, edit, and delete PREA corrective actions. The **PREA Corrective Action** section of the tab displays the following column headings: Date Keyed, Keyed By, Date Initiated, and Corrective Action Type.

Incident Reporting

Facility: Richmond Detention

IR ID: [REDACTED]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
<p>PREA Corrective Action</p> <p>Date Keyed Keyed By Date Initiated Corrective Action Type</p> <p>[Add] [Edit] [Delete]</p> <p>Date Initiated: Select a date [1/3] Corrective Action Type: [Dropdown]</p> <p>Enter Description ONLY (Use ctrl+V to paste): [Text Area]</p> <p>[Apply] [Cancel]</p>							

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

a. **Add PREA Corrective Action**

- i. (i) Click the **Add** button and use the calendar drop-down screen to (ii) enter the **Date Initiated**. Use the drop-down list to (iii) select the **Corrective Action Type** and (iv) enter a description of the corrective action into the **Enter Description ONLY** textbox.
 1. To cancel, click the **Cancel** button prior to selecting the **Save** button or **Apply** button.

Incident Reporting

Facility: Richmond Detention

IR ID: [REDACTED]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
<p>PREA Corrective Action</p> <p>Date Keyed Keyed By Date Initiated Corrective Action Type</p> <p>[Add] [Edit] [Delete]</p> <p>Date Initiated: Select a date [1/3] Corrective Action Type: [Dropdown]</p> <p>Enter Description ONLY (Use ctrl+V to paste): [Text Area]</p> <p>[Apply] [Cancel]</p>							

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

- ii. Click the **Apply** button and the **PREA Corrective Action** section will partially populate with the Date Initiated, Corrective Action Type, and the **Save** button will become accessible.

Incident Reporting

Facility: Richmond Detention

IR ID: [ID]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log								
<p>PREA Corrective Action</p> <table border="1"> <thead> <tr> <th>Date Keyed</th> <th>Keyed By</th> <th>Date Initiated</th> <th>Corrective Action Type</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>PREA Corrective Action</td> </tr> </tbody> </table>								Date Keyed	Keyed By	Date Initiated	Corrective Action Type				PREA Corrective Action
Date Keyed	Keyed By	Date Initiated	Corrective Action Type												
			PREA Corrective Action												

Buttons: Add, Edit, Delete

Date Initiated: [Date] Corrective Action Type: PREA Corrective Action

Enter Description ONLY (Use ctrl+V to paste):
Type or paste description

Buttons: Apply, Cancel

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

1. (i) Click the **Save** button and an information screen will appear stating the incident has been saved. (ii) Click the **OK** button to return to the *Incident Reporting* screen, *IR* tab. To continue working on the *PREA Corrective Action* tab, the user will be required to (iii) select the *PREA Corrective Action* tab again.
2. The Date Keyed and Keyed By fields in the **PREA Corrective Action** section will auto-populate when the **Save** button is selected.
- iii. To add an additional PREA corrective action click the **Add** button and perform the steps outlined above again.

Incident Reporting

Facility: Richmond Detention

IR ID: [ID]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log								
<p>PREA Corrective Action</p> <table border="1"> <thead> <tr> <th>Date Keyed</th> <th>Keyed By</th> <th>Date Initiated</th> <th>Corrective Action Type</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>PREA Corrective Action</td> </tr> </tbody> </table>								Date Keyed	Keyed By	Date Initiated	Corrective Action Type				PREA Corrective Action
Date Keyed	Keyed By	Date Initiated	Corrective Action Type												
			PREA Corrective Action												

Buttons: Add, Edit, Delete

Date Initiated: [Date] Corrective Action Type: PREA Corrective Action

Enter Description ONLY (Use ctrl+V to paste):
Type or paste text

Buttons: Apply, Cancel

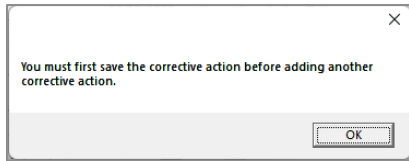
Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

Incident Saved.

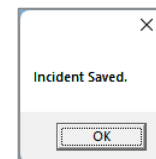
OK

- If the **Add** button is selected after clicking the **Apply** button to enter a PREA corrective action but prior to clicking on the **Save** button, an information screen will appear stating the corrective action must be saved before adding another corrective action.
- Clicking the **Apply** button will only populate the Date Initiated and Corrective Action Type columns of the **PREA Corrective Action** section; click the **Save** button to populate a complete record (Date Keyed, Keyed By, Date Initiated and Corrective Action Type).

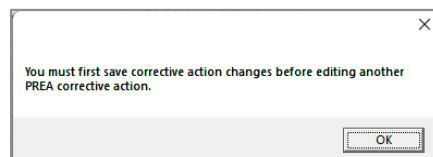


b. Edit PREA Corrective Action

- i. (i) Select a PREA corrective action record in the **PREA Corrective Action** section and the row will be highlighted in **blue**. (ii) Click the **Edit** button and update the record as required by using the calendar drop-down screen to (iii) enter the **Date Initiated**. Use the drop-down list to (iv) select the **Corrective Action Type** and (v) modify the description of the corrective action in the **Enter Description ONLY** textbox, as needed.
 1. Click the **Cancel** button prior to clicking the **Apply** button or the **Save** button and any unsaved information will be cleared.
 2. Click the **Apply** button and the changes will appear in the in the **PREA Corrective Action** section and the **Save** button will also become accessible.
 3. (i) Click the **Save** button to finalize the changes and an information screen will appear stating the incident has been saved. (ii) Click the **OK** button to return to the *Incident Reporting* screen, *IR* tab. To continue working on the *PREA Corrective Action* tab, the user will be required to (iii) select the *PREA Corrective Action* again.

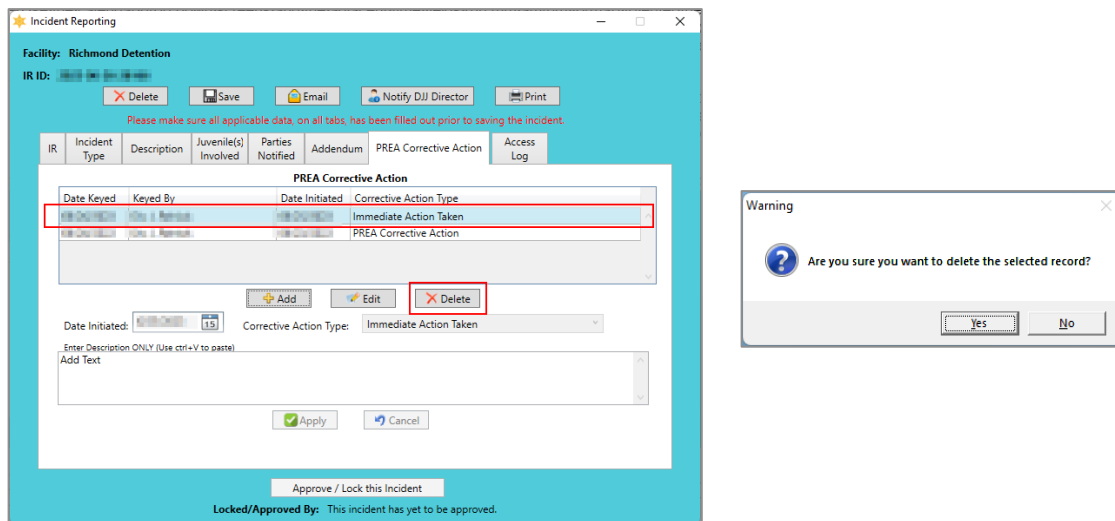


- If the **Edit** button is selected after clicking the **Apply** button to enter a PREA corrective action but prior to clicking on the **Save** button, an information screen will appear stating the corrective action must be saved before editing another corrective action.



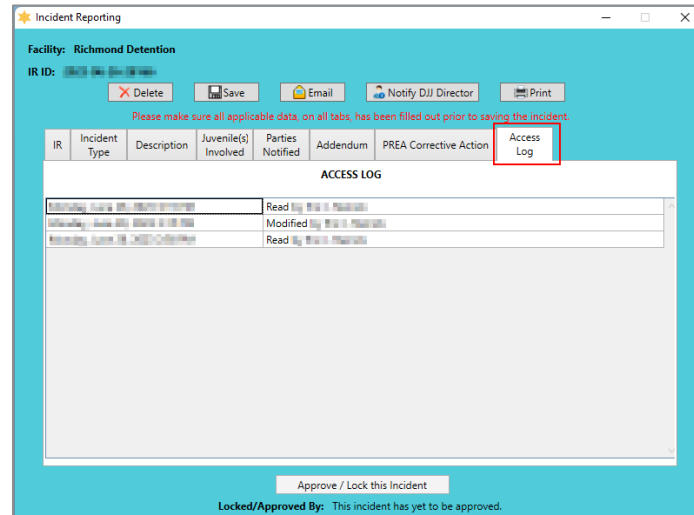
c. Delete PREA Corrective Action

- i. (i) Select a PREA corrective action record in the **PREA Corrective Action** section and the row will be highlighted in **blue**. (ii) Click the **Delete** button and the Warning screen will appear, (iii) (a) click the **Yes** button to delete the record or (iii) (b) the **No** button to return to the *Incident Type* tab without deleting the record.



8. Access Log Tab – JDC

The *Access Log* tab displays a list of all users who have either entered, viewed, or edited an incident report. The **ACCESS LOG** section on the *Access Log* tab will display the day, date, time, access type (read or modify), and the user name.



- The **ACCESS LOG** section will also display the names of any users who view the incident report even after the record has been saved in the BADGE system.

Direct Care (CAP or JCC)

Given the similarity on the *Incident Reporting* screen between the **Central Admission and Placement Unit** (CAP) and the **Juvenile Correctional Center** (JCC) facilities, they are both presented here. The CAP unit and JCC will have **different values for some fields** and the *Staff Involved* tab is not displayed for the CAP unit. Relevant differences will be pointed out as necessary in the tab sections below.

If the CAP unit is selected as the incident reporting facility from the **Facility** drop-down menu, the *Incident Reporting* screen will display the following tabs: (1) *IR*, (2) *Incident Type*, (3) *Description*, (4) *Juvenile(s)*

Involved, (5) Staff Involved—Not Displayed for CAP, (6) Parties Notified, (7) Addendum, (8) PREA Correction Action, and (9) Access Log tabs.

If a Juvenile Correction Center (JCC) is selected as the incident reporting facility from the **Facility** drop-down menu, the Incident Reporting screen will display the following tabs: (1) *IR*, (2) *Incident Type*, (3) *Description*, (4) *Juvenile(s) Involved*, (5) *Staff Involved*, (6) *Parties Notified*, (7) *Addendum*, (8) *PREA Correction Action*, and (9) *Access Log* tabs.

The left screenshot shows the 'Incident Reporting' screen for the facility 'CAP (Central Admission and Placement unit)'. It features 8 tabs: IR, Incident Type, Description, Juvenile(s) Involved, Parties Notified, Addendum, PREA Corrective Action, and Access Log. The right screenshot shows the same screen for the facility 'Bon Air Juvenile Correctional Center', which features 9 tabs, including an additional 'Staff Involved' tab. Both screens include fields for IIR #, Activity, Incident Date / Time, Report Date / Time, Reported By, Reported To, Verified By, Title, and Location of Incident. A message at the bottom of each screen states: 'Locked/Approved By: This incident has yet to be approved.'

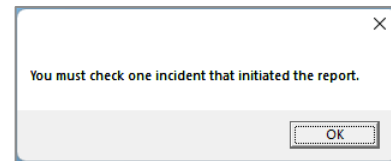
- On the upper left corner of the Incident Reporting screen the facility the user has selected will be displayed, as demonstrated in the two screen images displayed above.

1. IR Tab – CAP and JCC

- On the *IR* tab, (i) enter the **IIR#**, (ii) select an option from the **Activity** drop-down menu, and (iii) select the appropriate **Yes** or **No** radio button for **Multi Incidents Reported**. Use the calendar drop-down screens and the adjacent time fields (hh:mm am/pm format) to enter the (iv) **Incident Date / Time** and (v) **Report Date / Time**. For each field, (vi) **Reported By**, (vii) **Reported To**, and (viii) **Verified By**, enter the employee name and select the appropriate value from the adjacent **Title** fields using the drop-down menu. (ix) Select the **Location of Incident** from the drop-down menu.

- The **IIR #** field on the *IR* tab is not system generated and users must input the text for the **IIR #** field according to the facility's process/procedure for creating the **IIR #**.
- The **IIR #** field is not currently used by the CAP Unit.

- If the **Save** button at the top of the Incident Reporting screen is clicked an information screen will appear informing the user that an initiating incident must be selected on the *Incident Type* tab. Click the **OK** button to return to the Incident Reporting screen. Typically, the **Save** button is not selected until all tabs have been completed on the Incident Reporting screen.



- The **Incident Date/Time** must be before the **Report Date/Time**.
- Make sure all applicable data on all tabs has been entered on the *Incident Reporting* screen prior to saving the incident.
- At a minimum, the following fields must be entered before an incident can be saved:
 - **Incident Date / Time, Report Date / Time** and **Location of Incident** on the *IR* tab, and
 - At least one **Incident Type** must be added and selected as an **Initial Event** on the *Incident Type* tab. An information screen will display if an **Initial Event** has not been selected.

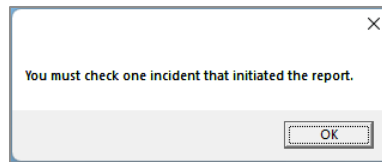
2. Incident Type Tab – CAP and JCC

a. Add an Incident Type

- i. (i) Click the **Add** button. (ii) Select an option from the **Incident Type** drop-down menu and the definition of the incident type will populate in the textbox below the incident type option selected.
 1. The **Disposition** field will appear when certain values are selected for the **Incident Type** field. If the field appears, select an option from the **Disposition** drop-down menu.

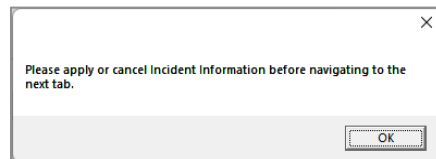
- ii. (iii) For the **PREA-Related Incident?** radio buttons select either **Yes** or **No**. (iv) If appropriate, place a checkmark in the **Initial Event?** checkbox.

- One and only one incident type record must have the **Initial Event?** checkbox selected. An information screen will appear if the user attempts to click the **Save** button without assigning an incident as an initial event.



- iii. Click the **Cancel** button and any unsaved information will be cleared.
- iv. Click the **Apply** button and the record will appear in the **INCIDENT TYPE** section.

1. An information screen will display if the user attempts to access another tab without selecting the **Apply** or **Cancel** buttons on the *Incident Type* tab. Click the **OK** button to close the information screen and return to the *Incident Type* tab.



b. Edit an Incident Type

- i. (i) Select an incident type record in the **INCIDENT TYPE** section, and the row will be highlighted in **blue**. (ii) Click the **Edit** button and update the record as required by modifying the **Incident Type** drop-down menu, the **PREA-Related Incident?** radio buttons, and/or the **Initial Event?** Checkbox.
 1. Click the **Cancel** button and any unsaved information will be cleared.
 2. Click the **Apply** button and the record will appear in the **INCIDENT TYPE** section.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [Buttons: Delete, Save, Email, Notify DJJ Director, Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
	Initial Incident Type							
	<input checked="" type="checkbox"/> Non-Critical - Fight (2 residents, no serious injury, requiring use of force)							
	<input checked="" type="checkbox"/> Non-Critical - Resident-on-resident assault (no injury)							

[Buttons: Add, Edit, Delete]

Incident Type: Non-Critical - Resident-on-resident assault (no injury)

An unprovoked physical attack on a resident by a resident resulting in no injury.

PREA-Related Incident? ☐ Yes ☐ No

☒ Initial Event? [Buttons: Apply, Cancel]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

c. Delete an Incident Type

- Select an incident type record in the **INCIDENT TYPE** section, and the row will be highlighted in blue.
 - If the incident type record selected for deletion **is not** the initial event (i.e., the **Initial Event** checkbox **is not** selected), (i) click the **Delete** button and the Warning screen will appear, (ii) (a) click the **Yes** button to delete the record or (ii) (b) click the **No** button to return to the *Incident Type* tab without deleting the record.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [Buttons: Delete, Save, Email, Notify DJJ Director, Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
	Initial Incident Type							
	<input type="checkbox"/> Critical Level I - Fight (serious injury)							
	<input checked="" type="checkbox"/> Critical Level II - Contraband - Security							

[Buttons: Add, Edit, Delete]

Incident Type: Critical Level I - Fight (serious injury)

A provoked physical altercation (provoked by physical or verbal cues) between two (2) or more residents that results in an injury of such a nature that it requires immediate medical treatment (excluding basic first aid) from medical staff on-site or off-site. The treatment

PREA-Related Incident? ☐ Yes ☐ No

☐ Initial Event? [Buttons: Apply, Cancel]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

Warning

Are you sure you want to delete the selected record?

[Buttons: Yes, No]

- If the incident type record selected for deletion **is** the initial event (i.e., the **Initial Event** checkbox **is** selected) or the record selected for deletion is the only existing record, when the user (i) clicks the **Delete** button the Missing Initial Event information screen will appear and state, "To remove the initial event record you must first select another initial event." (ii) Click the **OK** button to return to the *Incident Type* tab.
 - Follow the instructions in the **Add an Incident Type** section and/or the **Edit an Incident Type** section above to designate another incident type record as the **Initial Event**.
 - Follow the instructions in the **Edit an Incident Type** section above to remove the **Initial Event** designation from the incident type record to be deleted and then follow the instructions in the **Delete an Incident Type** section to delete the record.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [Redacted]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
Initial	Incident Type							
	<input type="checkbox"/> Critical Level I - Fight (serious injury) <input checked="" type="checkbox"/> Critical Level II - Contraband - Security							

Incident Type: Critical Level II - Contraband - Security

Unauthorized item found in, on, or around DJJ grounds or confiscated from a staff, resident, visitor, or other individual over whom the facility has supervisory authority that has the potential to threaten the security of the facility. For the purposes of this procedure these notes

☒ Initial Event?

Apply Cancel

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [Redacted]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
Initial	Incident Type							
	<input type="checkbox"/> Critical Level I - Fight (serious injury) <input checked="" type="checkbox"/> Critical Level II - Contraband - Security							

Incident Type: Critical Level II - Contraband - Security

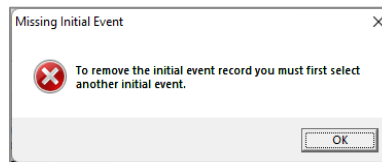
Unauthorized item found in, on, or around DJJ grounds or confiscated from a staff, resident, visitor, or other individual over whom the facility has supervisory authority that has the potential to threaten the security of the facility. For the purposes of this procedure these notes

☐ Initial Event?

Apply Cancel

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.



- The **Initial Event?** checkmark must be removed from an incident type record before an incident type record can be deleted.
- An incident type record must be designated as an initial event in order to save an IR.
- To delete the only remaining incident type record, the user must first add a new incident type record.

d. Does this allegation/incident meet the PREA definition? Radio Buttons

- i. Once a PREA-related incident is saved, a question will appear at the bottom of the *Incident Type* tab. The PREA question, associated radio buttons, and **Comment** text field only appear after the incident is saved and **should only be completed by the PREA Unit**.
- ii. Select either **Yes** or **No** for the **Does this allegation/incident meet the PREA definition?** radio buttons.
 1. If the **No** radio button is selected the **Comment** field will appear, enter the appropriate text in the field. If the user leaves the **Comment** field blank and clicks the **Apply** button the Missing Value information screen will appear and instruct the user to update the field before proceeding.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [Redacted]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
Initial	Incident Type							
	<input type="checkbox"/> Non-Critical - Resident-on-resident assault (no injury) <input checked="" type="checkbox"/> Non-Critical - Fight (2 residents, no serious injury, requiring use of force) <input type="checkbox"/> Critical Level I - Allegation against staff (referred) - not involving abuse							

Incident Type: Non-Critical - Resident-on-resident assault (no injury)

An unprovoked physical attack on a resident by a resident resulting in no injury.

PREA-Related Incident? ☐ Yes ☐ No

* Does this allegation/incident meet the PREA definition? ☒ Yes ☐ No

☐ Initial Event?

Apply Cancel

* To be completed by PREA Unit

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [Redacted]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
Initial	Incident Type							
	<input type="checkbox"/> Non-Critical - Resident-on-resident assault (no injury) <input checked="" type="checkbox"/> Non-Critical - Fight (2 residents, no serious injury, requiring use of force) <input type="checkbox"/> Critical Level I - Allegation against staff (referred) - not involving abuse							

Incident Type: Non-Critical - Resident-on-resident assault (no injury)

An unprovoked physical attack on a resident by a resident resulting in no injury.

PREA-Related Incident? ☐ Yes ☐ No

* Does this allegation/incident meet the PREA definition? ☐ Yes ☒ No

* Comment:

☐ Initial Event?

Apply Cancel

* To be completed by PREA Unit

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.



3. Description Tab – CAP and JCC

- a. (i) Type the incident description into the **Incident Description** section.

 The screenshot shows the "Incident Reporting" window for the "Bon Air Juvenile Correctional Center". The "IR ID:" field is empty. Above the tabs are buttons for "Delete", "Save", "Email", "Notify DJJ Director", and "Print". A red box highlights the "Description" tab. A red text box above the tabs says: "Please make sure all applicable data on all tabs has been filled out prior to saving the incident." The "INCIDENT DESCRIPTION" section has a text area labeled "Enter Text:" with the instruction "Detail the who, what, when, where, why and how of the incident. (Use CTRL+V to paste)". At the bottom, there is an "Approve / Lock this Incident" button and a status message: "Locked/Approved By: This incident has yet to be approved."

4. Juvenile(s) Involved Tab – CAP and JCC

The *Juvenile(s) Involved* tab allows users to add all juveniles involved in an incident and document the juveniles' role in the incident. A juvenile record displays Role, Juvenile#, Name, DOB, Race, Genetic Sex, Class Level, Commit Court, and Committing Offense(s).

 The screenshot shows the "Incident Reporting" window with the "Juvenile(s) Involved" tab selected. A red box highlights this tab. The same red text box from the previous screenshot is present. Below the tabs, the section "JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT" is shown, with a note "(Details of each juvenile are not editable in the IR system)". It contains a table with columns: Role, Juvenile#, Name, DOB, Race, Genetic Sex, Class Level, and Commit Court. Below the table are buttons for "Add", "View Data", "Edit", and "Delete". There are input fields for "Juvenile Number:", "Name:", "Role: None Selected", "DOB:", "Race:", "Genetic Sex:", "Class Level:", and "Committing Offense(s):". At the bottom, there are "Apply" and "Cancel" buttons, and the same "Approve / Lock this Incident" button and status message as in the previous screenshot.

a. Add Juvenile(s) Involved

- i. (i) Click the **Add** button and the *Find Juvenile* screen will appear.
 1. The *Find Juvenile* screen will display the *Find Juvenile* tab, the *Direct Care Population* tab, and the *Detention Population* tab. For summary instructions using the *Find Juvenile* screen, see [Juvenile Search](#) in the [Search – Incident Reporting Module](#) section below. For detailed instructions using the *Find Juvenile* screen, see the [BADGE Login & Search Manual](#).

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT (Details of each juvenile are not editable in the IR system)								
Role	Juvenile#	Name	DOB	Race	Genetic Sex	Class Level	Commit Court	
<div> <div> <div>+</div> <div>Add</div> </div> <div> <div>🔍</div> <div>View Data</div> </div> <div> <div>✏️</div> <div>Edit</div> </div> <div> <div>✖</div> <div>Delete</div> </div> </div>								
Juvenile Number:	Name:	Role:	None Selected					
DOB:	Race:	Genetic Sex:	Class Level:	Committing Court:				
Committing Offense(s):								
<div> <div>✓</div> <div>Apply</div> </div> <div> <div>↩</div> <div>Cancel</div> </div>								
Approve / Lock this Incident Locked/Approved By: This incident has yet to be approved.								

Find Juvenile

Find Juvenile Direct Care Population Detention Population

Search by:

- ☒ Juvenile Number
- ☐ DC Number
- ☐ Intake Case Number
- ☐ Caseload Number
- ☐ Advance Search
- ☐ Previous Selections

Last Name: [] ☐ Include ☐ None ☐ Use Wildcard

First Name: [] ☐ Include Alternative First Name Spellings ☐ Use Wildcard

DOB / Age: ☐ DOB ☐ Age ☐ SSN

Street Address: [] (Full or Partial)

ZIP Code: [] Phone: [] (Home, Cell, or Work)

☐ Find Juveniles with Commitment(s) to the State

Juvenile Number: []

The data fields on the *Juvenile(s) Involved* tab will be greyed out until the **Add** or **Edit** button is selected.

- Once the appropriate juvenile has been found and selected using the *Find Juvenile* screen the user will be returned to the *Juvenile(s) Involved* tab where the **Juvenile Number**, **Name**, **DOB**, **Race**, **Genetic Sex**, **Class Level**, **Committing Court**, and **Committing Offense(s)** fields will auto-populate.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT (Details of each juvenile are not editable in the IR system)								
Role	Juvenile#	Name	DOB	Race	Genetic Sex	Class Level	Commit Court	
<div> <div> <div>+</div> <div>Add</div> </div> <div> <div>🔍</div> <div>View Data</div> </div> <div> <div>✏️</div> <div>Edit</div> </div> <div> <div>✖</div> <div>Delete</div> </div> </div>								
Juvenile Number:	Name:	Role:	None Selected					
DOB:	Race:	Genetic Sex:	Class Level:	Committing Court:				
Committing Offense(s):								
<div> <div>✓</div> <div>Apply</div> </div> <div> <div>↩</div> <div>Cancel</div> </div>								
Approve / Lock this Incident Locked/Approved By: This incident has yet to be approved.								

- Select an option from the **Role** drop-down menu.
 - Click the **Cancel** button and any unsaved information will be cleared.
 - Click the **Apply** button and the record will appear in the **JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT** section.
- Perform the steps above as necessary to add any additional juveniles involved in the incident.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID:


Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log																																								
<p align="center">JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT (Details of each juvenile are not editable in the IR system)</p> <table border="1"> <thead> <tr> <th>Role</th> <th>Juvenile#</th> <th>Name</th> <th>DOB</th> <th>Race</th> <th>Genetic Sex</th> <th>Class Level</th> <th>Commit Court</th> </tr> </thead> <tbody> <tr> <td colspan="8"> <div> <input type="button" value="Add"/> <input type="button" value="View Data"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </div> </td> </tr> <tr> <td>Juvenile Number:</td> <td colspan="2">Name:</td> <td colspan="2"></td> <td colspan="3"></td> </tr> <tr> <td>DOB:</td> <td>Race:</td> <td>Genetic Sex:</td> <td colspan="5">Class Level:</td> </tr> <tr> <td>Committing Offense(s):</td> <td colspan="7"></td> </tr> </tbody> </table> <div> <input checked="" type="button" value="Apply"/> <input type="button" value="Cancel"/> </div>									Role	Juvenile#	Name	DOB	Race	Genetic Sex	Class Level	Commit Court	<div> <input type="button" value="Add"/> <input type="button" value="View Data"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </div>								Juvenile Number:	Name:							DOB:	Race:	Genetic Sex:	Class Level:					Committing Offense(s):							
Role	Juvenile#	Name	DOB	Race	Genetic Sex	Class Level	Commit Court																																									
<div> <input type="button" value="Add"/> <input type="button" value="View Data"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </div>																																																
Juvenile Number:	Name:																																															
DOB:	Race:	Genetic Sex:	Class Level:																																													
Committing Offense(s):																																																

Role:

None Selected
None Selected
Perpetrator
Subject
Unknown
Victim
Witness/Reporter

Locked/Approved By: This incident has yet to be approved.



■ The juvenile's role in the incident must be selected before applying changes on the *Juvenile(s) Involved* tab. An **ERROR** screen will display if the user attempts to click the **Apply** button without selecting an option from the **Role** drop-down menu.

b. View Data for Juvenile's Involved

- i. (i) Select a Juvenile's record in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in blue. (ii) Click the **View Data** button and the *IR – Juvenile Information* screen will appear.

Incident Reporting

Facility: **Bon Air Juvenile Correctional Center**

IR ID:

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT (Details of each juvenile are not editable in the IR system)								
Role	Juvenile#	Name	DOB	Race	Genetic Sex	Class Level	Commit Court	
Subject	10000000000000000000	JOHNSON, JESSIE MARIE	01/01/2000					

Juvenile Number:
 Name:
 Role:

DOB:
 Race:
 Genetic Sex:
 Class Level:
 Committing Court:

Committing Offense(s):

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

[illegible]

1. The IR – Juvenile Information screen displays Juvenile #, Name, DOB, Race, Genetic Sex, Parole Begin Date, Probation Begin Date, Home Phone, and will indicate if the juvenile has alert(s).

a. **Juvenile Info Button**

- i. From the IR – Juvenile Information screen, (i) click the **Juvenile Info** button located in the upper right-hand side of the screen and the Juvenile Information screen will appear and display additional information for the juvenile. (ii) Click the **Close** button to exit the Juvenile Information screen and return to the IR – Juvenile Information screen.

 Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the *Juvenile Information* screen.

IR - Juvenile Information

Juvenile #: [Redacted] Name: [Redacted] DOB: [Redacted] Has Alerts [Redacted] Juvenile Info [Redacted]

Race: [Redacted] Genetic Sex: [Redacted] Parole Begin Date: [Redacted] Probation Begin Date: [Redacted]

Home Phone: [Redacted]

Incident(s) Involved Intake Offense(s)

IR ID	Facility	IR Date	IR Types
2018-01-01-0001	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0002	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0003	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0004	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0005	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0006	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0007	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0008	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0009	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0010	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0011	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0012	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0013	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0014	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0015	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0016	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0017	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0018	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0019	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0020	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered

View Print

IR - Juvenile Information

Juvenile Number: [Redacted] SSN: [Redacted]

Juvenile Name: [Redacted]

Date of Birth: [Redacted] Age (Years - Months): [Redacted]

Race / Ethnicity: [Redacted] Genetic Sex: [Redacted]

Resident of: [Redacted]

Info/Face Sheet Alas Case Workers ID Marks Detention Info Alerts Family Access Log

Recorded Alerts

History of Violence

Medical Information

View/Change Print Alerts

Close

b. *Incident(s) Involved* Tab

- The *Incident(s) Involved* tab displays IR ID, Facility, IR Date, and IR Types for each incident record. (i) Select a record from the list and the row will be highlighted in blue. (ii) Click the **View** button and the *Incident Reporting* screen will appear displaying the incident record selected. When done, (iii) click the **X** button in the upper right corner to close the screen and return to the *IR – Juvenile Information* screen.
- (i) Click the **Print** button and a report viewer screen will appear displaying the full list of records on the *Incident(s) Involved* tab. (ii) Click the **X** button in the upper right corner to close the report viewer screen and return to the *IR – Juvenile Information* screen.

IR - Juvenile Information

Juvenile #: [Redacted] Name: [Redacted] DOB: [Redacted] Has Alerts [Redacted] Juvenile Info [Redacted]


Race: [Redacted] Genetic Sex: [Redacted] Parole Begin Date: [Redacted] Probation Begin Date: [Redacted]

Home Phone: [Redacted]

Incident(s) Involved Intake Offense(s)

IR ID	Facility	IR Date	IR Types
2018-01-01-0001	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0002	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0003	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0004	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0005	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0006	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0007	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0008	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0009	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0010	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0011	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0012	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0013	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0014	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0015	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0016	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0017	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0018	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0019	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered
2018-01-01-0020	Westchester County Correctional Center	01/01/2018	Sex Offender - Registered

View Print

 Incident Reporting


Facility: **Bon Air Juvenile Correctional Center**

IR ID: IR-2024-001

Delete Save Email Notify DJJ Director Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
<div> <div> <div>IIR #:</div> <input type="text"/> </div> <div> <div>Activity:</div> <div> <div>IR-2024-001</div> <div>Multi Incidents Reported:</div> <div> <input type="radio"/> Yes <input checked="" type="radio"/> No </div> </div> </div> <div> <div>Incident Date / Time:</div> <div> <div>Friday, July 19, 2024</div> <div>1:53</div> <div>(hh:mm am/pm)</div> </div> </div> <div> <div>Report Date / Time:</div> <div> <div>Friday, July 19, 2024</div> <div>1:53</div> <div>(hh:mm am/pm)</div> </div> </div> <div> <div>Reported By:</div> <div> <input type="text"/> <div>Title:</div> <div> <div>Mr. [Name]</div> <div></div> </div> </div> </div> <div> <div>Reported To:</div> <div> <div>Ralph Thomas</div> <div>Title:</div> <div> <div>Deputy Director</div> <div></div> </div> </div> </div> <div> <div>Verified By:</div> <div> <input type="text"/> <div>Title:</div> <div></div> </div> </div> <div> <div>Location of Incident:</div> <div> <input type="text"/> </div> </div> </div> <div> <div>Approve / Lock this Incident</div> </div> <p>Locked/Approved By: This incident has yet to be approved.</p>								

[illegible]

c. *Intake Offense(s)* Tab

- i. The *Intake Offense(s)* tab displays a list of the juvenile's intake offenses by Offense Date, Offense Description, Adjudication Date, Adjudication, Amend Date, and Amend Description. The user can sort the list by clicking the header of any column. When done, click the **X** button in the upper right corner to close the screen and return to the *IR–Juvenile Information* screen.

[illegible]

C. Edit Juvenile(s) Involved

- i. (i) Select a Juvenile's record in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in blue. (ii) Click the **Edit** button and update the record as required by modifying the **Role** field. The **Juvenile Number**, **Name**, **DOB**, **Race**, **Genetic Sex**, **Class Level**, **Committing Court**, and **Committing Offense(s)** fields cannot be edited.
 1. Click the **Cancel** button and any unsaved information will be cleared.
 2. Click the **Apply** button and the record will appear in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section.

d. **Delete Juvenile(s) Involved**

- i. (i) Select a Juvenile's record in the **JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in **blue**. (ii) Click the **Delete** button and the Warning screen will appear, (iii) (a) click the **Yes** button to delete the record or (iii) (b) the **No** button to return to the *Incident Type* tab without deleting the record.

5. **Staff Involved Tab –JCC Only (Does Not Display for CAP)**

The *Staff Involved* tab allows users to add all staff involved in an incident, document the staff's level of involvement in the incident, and record if staff were injured in the incident. A staff record displays Title, Last Name, First Name, and Unit/Post Assignment.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [] [X] Delete [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data on all tabs has been filled out prior to saving the incident.

IR Incident Type Description Juvenile(s) Involved **Staff Involved** Parties Notified Addendum PREA Corrective Action Access Log

STAFF INVOLVED IN INCIDENT

Title Last Name First Name Unit/Post Assignment

[Add] [Edit] [Delete]

Title: []

Last Name: [] First Name: []

Unit/Post Assignment: []

Injured: ☐ Yes ☐ No

Level of Involvement:

- ☐ Maintaining Safety & Security
- ☐ Supervisor in Charge
- ☐ Use of Force
- ☐ Verbal De-escalation
- ☐ Witness Only
- ☐ Other (Comment Required)

[Apply] [Cancel]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

The *Staff Involved* tab can only be viewed when accessing the **Incident Reporting Module** for a Juvenile Correctional Center facility.

a. **Add Staff Involved**

- i. (i) Click the **Add** button, and the fields in the lower half of the screen will become accessible.
- ii. (i) Select the staff's title from the **Title** drop-down menu, enter the staff's (ii) **Last Name**, and (iii) **First Name**. (iv) Select an option from the **Unit/Post Assignment** drop-down menu and (v) select either **Yes** or **No** for the **Injured** radio buttons. (vi) Place a checkmark in one or more **Level of Involvement** checkboxes.
 1. If the **Other (Comment Required)** checkbox is selected from the **Level of Involvement** checkbox list, the **Comment for "Other" Level of Involvement** text field will appear and must be entered.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [] [X] Delete [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data on all tabs has been filled out prior to saving the incident.

IR Incident Type Description Juvenile(s) Involved **Staff Involved** Parties Notified Addendum PREA Corrective Action Access Log

STAFF INVOLVED IN INCIDENT

Title Last Name First Name Unit/Post Assignment

[Add] [Edit] [Delete]

Title: []

Last Name: [] First Name: []

Unit/Post Assignment: []

Injured: ☐ Yes ☐ No

Level of Involvement:

- ☐ Maintaining Safety & Security
- ☐ Supervisor in Charge
- ☐ Use of Force
- ☐ Verbal De-escalation
- ☐ Witness Only
- ☒ Other (Comment Required)

Comment for "Other" Level of Involvement: []

[Apply] [Cancel]

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

2. Click the **Cancel** button and any unsaved information will be cleared.
3. Click the **Apply** button and the record will appear in the **STAFF INVOLVED IN INCIDENT** section.

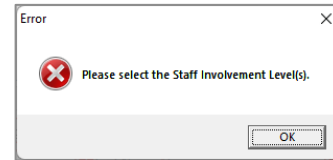
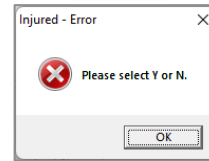
Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [Buttons: Delete, Save, Email, Notify DJJ Director, Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
STAFF INVOLVED IN INCIDENT								
Title	Last Name	First Name	Unit/Post Assignment					
[Add] [Edit] [Delete]				Level of Involvement:				
Title: [Dropdown]				<input type="checkbox"/> Maintaining Safety & Security <input type="checkbox"/> Supervisor in Charge <input type="checkbox"/> Use of Force <input type="checkbox"/> Verbal De-escalation <input type="checkbox"/> Witness Only <input checked="" type="checkbox"/> Other (Comment Required)				
Last Name: [Text] First Name: [Text]								
Unit/Post Assignment: [Dropdown]								
Injured: <input type="radio"/> Yes <input type="radio"/> No								
Comment for "Other": [Text]								
Level of Involvement: [Text]				[Apply] [Cancel]				
Approve / Lock this Incident								
Locked/Approved By: This incident has yet to be approved.								



- The *Injured – Error* information screen will appear when the user selects the **Apply** button and neither the **Yes** or **No** radio button is selected for **Injured**.
- The *Error* information screen will appear when the user selects the **Apply** button and an option has not been selected for **Level of Involvement**.

iii. Perform the steps above as necessary to add any additional **STAFF INVOLVED IN INCIDENT** records.

- All fields on the *Staff Involved* tab must be completed in order to save a new **STAFF INVOLVED IN INCIDENT** record.

b. Edit Staff Involved

- i. (i) Select a staff's record in the **STAFF INVOLVED IN INCIDENT** section and the row will be highlighted in **blue**. (ii) Click the **Edit** button and update the record as required by modifying the **Title**, **Last Name**, **First Name**, **Unit/Post Assignment**, **Level of Involvement** fields and **Injured** radio buttons as required.
 1. Click the **Cancel** button and any unsaved information will be cleared.
 2. Click the **Apply** button and the record will appear in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [Buttons: Delete, Save, Email, Notify DJJ Director, Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
STAFF INVOLVED IN INCIDENT								
Title	Last Name	First Name	Unit/Post Assignment					
[Add] [Edit] [Delete]				Level of Involvement:				
Title: [Dropdown]				<input type="checkbox"/> Maintaining Safety & Security <input type="checkbox"/> Supervisor in Charge <input type="checkbox"/> Use of Force <input checked="" type="checkbox"/> Verbal De-escalation <input type="checkbox"/> Witness Only <input type="checkbox"/> Other (Comment Required)				
Last Name: [Text] First Name: [Text]								
Unit/Post Assignment: [Dropdown]								
Injured: <input checked="" type="radio"/> Yes <input type="radio"/> No								
Comment for "Other": [Text]								
Level of Involvement: [Text]				[Apply] [Cancel]				
Approve / Lock this Incident								
Locked/Approved By: This incident has yet to be approved.								

c. Delete Staff Involved

- i. (i) Select a staff's record in the **STAFF CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in **blue**. (ii) Click the **Delete** button and the *Warning* screen will appear, (iii) (a) click the **Yes** button to delete the record or (iii) (b) the **No** button to return to the *Incident Type* tab without deleting the record.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
STAFF INVOLVED IN INCIDENT								
Title	Last Name	First Name	Unit/Post Assignment					
[Add] [Edit] [Delete]								
<p>Title: [Addendum/Program/Manager]</p> <p>Last Name: [] First Name: []</p> <p>Unit/Post Assignment: []</p> <p>Injured: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Level of Involvement:</p> <p><input type="checkbox"/> Maintaining Safety & Security</p> <p><input type="checkbox"/> Supervisor in Charge</p> <p><input type="checkbox"/> Use of Force</p> <p><input checked="" type="checkbox"/> Verbal De-escalation</p> <p><input type="checkbox"/> Witness Only</p> <p><input type="checkbox"/> Other (Comment Required)</p> <p>[Apply] [Cancel]</p> <p>Approve / Lock this Incident</p> <p>Locked/Approved By: This incident has yet to be approved.</p>								

6. Parties Notified Tab – CAP and JCC

The *Parties Notified* tab allows users to document all parties notified of an incident. The **PARTIES NOTIFIED** section of the tab displays the following column headings: Title Notified, Name, Reported By, Date Notified, (hh:mm am/pm), and How Notified.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

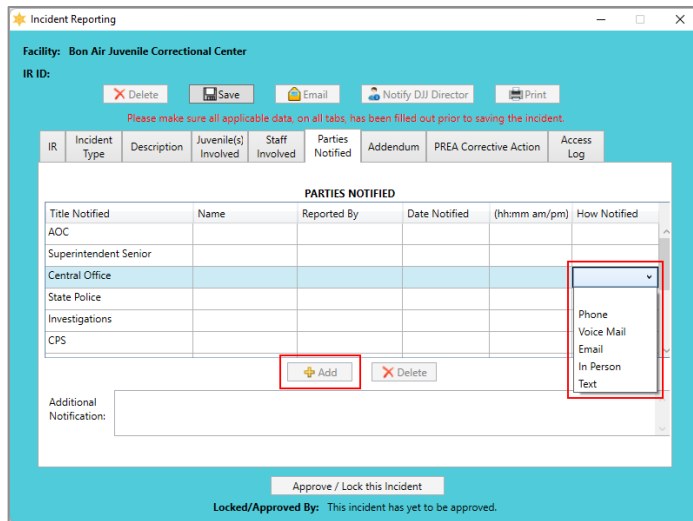
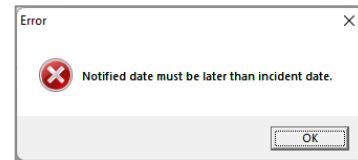
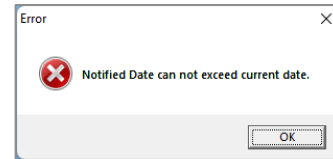
IR ID: [Delete] [Save] [Email] [Notify DJJ Director] [Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
PARTIES NOTIFIED								
Title Notified	Name	Reported By	Date Notified	(hh:mm am/pm)	How Notified			
[Add] [Delete]								
Additional Notification: []								
<p>Approve / Lock this Incident</p> <p>Locked/Approved By: This incident has yet to be approved.</p>								

a. Add Parties Notified

- (i) Click the **Add** button and a table will appear in the **PARTIES NOTIFIED** section of the tab. The Title Notified column will auto-populate and display the following: AOC, Superintendent Senior, Central Office, State Police, Investigations, CPS, Health Services, Guardian, Court, BSU, PREA Coordinator, and PREA Facility Compliance Manager. The **Additional Notification** textbox will also become accessible.
- To input data directly into the table (i) select the appropriate **Title Notified** row in the **PARTIES NOTIFIED** section and the row will be highlighted in blue. Enter appropriate data for the (ii) **Name** and (iii) **Reported By**. Use the calendar drop-down screen to (iv) enter the **Date Notified**. Enter the (v) time **(hh:mm am/pm)** and use the drop-down list to (vi) select the **How Notified** information.
- If additional parties are notified that do not exist in the **PARTIES NOTIFIED** table, record that information in the **Additional Notification** textbox using the same format of the table (Title Notified, Name, Reported By, Date Notified, (hh:mm am/pm), and How Notified).

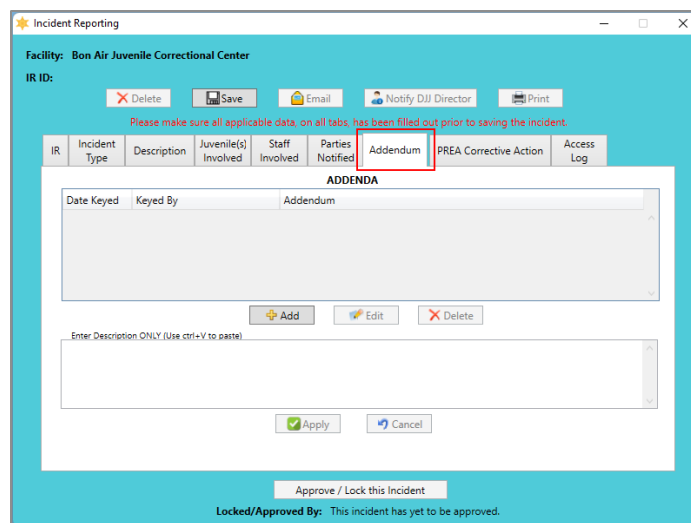
- The **Add** button will be greyed out and inaccessible after it is initially selected.
- The **Incident Date/Time** must be before the **Date Notified** or an Error screen will display when the **Save** button is selected.
- The **Notified Date** cannot exceed the current date or an Error screen will display when the **Save** button is selected.

b. Delete Parties Notified

- i. The **Delete** button is always greyed out and inaccessible on this tab. To edit or delete information in the **PARTIES NOTIFIED** table or Additional Notification text field, select each individual field and use the keyboard to delete an entry and edit or enter new text.

7. Addendum tab – CAP and JCC

The *Addendum* tab allows users to document any additional information that has been obtained related to the initial incident. The **ADDENDA** section of the tab displays the following column headings: Date Keyed, Keyed By, and Addendum.



a. Add Addendum

- i. (i) Click the **Add** button and (ii) enter a description of the incident into the **Enter Description ONLY** textbox.
 1. To cancel, click the **Cancel** button prior to selecting the **Save** button or **Apply** button.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [Buttons: Delete, Save, Email, Notify DJJ Director, Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
<p>ADDENDA</p> <p>Date Keyed: Keyed By: Addendum:</p> <p>[Add] [Edit] [Delete]</p> <p>Enter Description ONLY (Use ctrl+V to paste)</p> <p>[Apply] [Cancel]</p>								

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

- ii. Click the **Apply** button and the description entered in the textbox will appear in the Addendum column of the **ADDENDA** section.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [Buttons: Delete, Save, Email, Notify DJJ Director, Print]

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
<p>ADDENDA</p> <p>Date Keyed: Keyed By: Addendum:</p> <p>[Add] [Edit] [Delete]</p> <p>Enter Description ONLY (Use ctrl+V to paste)</p> <p>[Apply] [Cancel]</p>								

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

- iii. (i) Click the **Save** button and an information screen will appear stating the incident has been saved.
 (ii) Click the **OK** button on the information screen to return to the Incident Reporting screen, IR tab.
- iv. To continue working on the Addendum tab, the user will be required to select the Addendum tab again. The Date Keyed and Keyed By fields in the **ADDENDA** section of the Addendum tab will be completed, these two fields auto-populate when the **Save** button is selected.

Incident Reporting

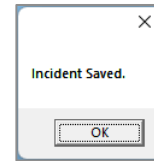
Facility: Richmond Detention

IR ID: [REDACTED]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

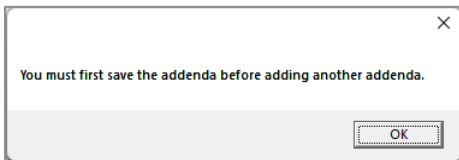
Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log						
<p>ADDENDA</p> <table border="1"> <thead> <tr> <th>Date Keyed</th> <th>Keyed By</th> <th>Addendum</th> </tr> </thead> <tbody> <tr> <td>06/15/2023</td> <td>Eric J. Reinick</td> <td>Enter Text</td> </tr> </tbody> </table> <p>Buttons: Add, Edit, Delete</p> <p>Enter Description ONLY (Use ctrl+V to paste):</p> <p>Enter Text</p> <p>Buttons: Apply, Cancel</p> <p>Approve / Lock this Incident</p> <p>Locked/Approved By: This incident has yet to be approved.</p>								Date Keyed	Keyed By	Addendum	06/15/2023	Eric J. Reinick	Enter Text
Date Keyed	Keyed By	Addendum											
06/15/2023	Eric J. Reinick	Enter Text											



v. To add an additional addendum click the **Add** button and perform the steps outlined above again.

- If the **Add** button is selected after clicking the **Apply** button to enter an addendum but prior to clicking on the **Save** button, an information screen will appear stating the addenda must be saved before adding another addenda.
- Clicking the **Apply** button will only populate the Addendum column of the **ADDENDA** section; click the **Save** button to populate a complete record (Date Keyed, Keyed By, and Addendum).



See the notes above for these two images

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [REDACTED]

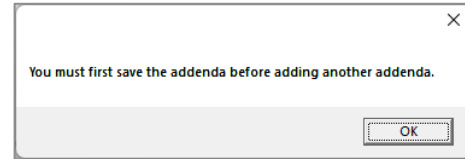
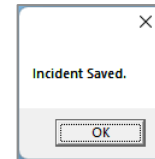
Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log						
<p>ADDENDA</p> <table border="1"> <thead> <tr> <th>Date Keyed</th> <th>Keyed By</th> <th>Addendum</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Add Text</td> </tr> </tbody> </table> <p>Buttons: Add, Edit, Delete</p> <p>Enter Description ONLY (Use ctrl+V to paste):</p> <p>Add Text</p> <p>Buttons: Apply, Cancel</p> <p>Approve / Lock this Incident</p> <p>Locked/Approved By: This incident has yet to be approved.</p>									Date Keyed	Keyed By	Addendum			Add Text
Date Keyed	Keyed By	Addendum												
		Add Text												

b. Edit Addendum

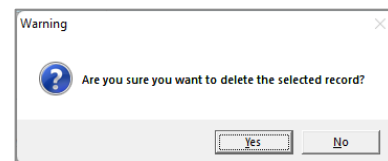
- (i) Select an addendum record in the **ADDENDA** section and the row will be highlighted in blue. (ii) Click the **Edit** button and (iii) update the record as required by modifying the text in the **Enter Description ONLY** field.
 - Click the **Cancel** button prior to clicking the **Apply** button or the **Save** button and any unsaved information will be cleared.
 - Click the **Apply** button and the changes will appear in the Addendum column of the edited record in the **ADDENDA** section.
 - (i) Click the **Save** button to finalize the changes and an information screen will appear stating "Incident Saved." (ii) Click the **OK** button to return to the Incident Reporting screen, IR tab. To continue working on the Addendum tab, the user will be required to (iii) select the Addendum tab again.



If the **Edit** button is selected after clicking the **Apply** button but prior to clicking on the **Save** button, an information screen will appear stating the addenda changes must be saved before editing another addendum.

c. Delete Addendum

- i. (i) Select an addendum record in the **ADDENDA** section and the row will be highlighted in blue. (ii) Click the **Delete** button and the Warning screen will appear, (iii) (a) click the **Yes** button to delete the record or (iii) (b) the **No** button to return to the *Incident Type* tab without deleting the record.



If the incident report has been approved by the administrator of the program or facility, any missing, changed, or new information should be sent as quickly as possible in an addendum.

8. PREA Corrective Action Tab – CAP and JCC

The *PREA Corrective Action* tab allows users to add, edit, and delete PREA corrective actions. The **PREA Corrective Action** section of the tab displays the following column headings: Date Keyed, Keyed By, Date Initiated, and Corrective Action Type.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [REDACTED]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
<p>PREA Corrective Action</p> <p>Date Keyed: [REDACTED] Keyed By: [REDACTED] Date Initiated: [REDACTED] Corrective Action Type: [REDACTED]</p> <p>Buttons: Add, Edit, Delete</p> <p>Date Initiated: Select a date [15] Corrective Action Type: [REDACTED]</p> <p>Enter Description ONLY (Use ctrl+V to paste): [REDACTED]</p> <p>Buttons: Apply, Cancel</p>								

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

a. **ADD PREA Corrective Action**

- i. (i) Click the **Add** button and use the calendar drop-down screen to (ii) enter the **Date Initiated**. Use the drop-down list to (iii) select the **Corrective Action Type** and (iv) enter a description of the corrective action into the **Enter Description ONLY** textbox.
 1. To cancel, click the **Cancel** button prior to selecting the **Save** button or **Apply** button.
- ii. Click the **Apply** button and the **PREA Corrective Action** section will partially populate with the Date Initiated, Corrective Action Type, and the **Save** button will become accessible.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [REDACTED]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
<p>PREA Corrective Action</p> <p>Date Keyed: [REDACTED] Keyed By: [REDACTED] Date Initiated: [REDACTED] Corrective Action Type: [REDACTED]</p> <p>Buttons: Add, Edit, Delete</p> <p>Date Initiated: Select a date [15] Corrective Action Type: [REDACTED]</p> <p>Enter Description ONLY (Use ctrl+V to paste): [REDACTED]</p> <p>Buttons: Apply, Cancel</p>								

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [REDACTED]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

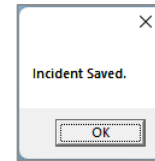
Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
<p>PREA Corrective Action</p> <p>Date Keyed: [REDACTED] Keyed By: [REDACTED] Date Initiated: [REDACTED] Corrective Action Type: [REDACTED]</p> <p>Buttons: Add, Edit, Delete</p> <p>Date Initiated: [REDACTED] Corrective Action Type: Immediate Action Taken</p> <p>Enter Description ONLY (Use ctrl+V to paste): [REDACTED]</p> <p>Buttons: Apply, Cancel</p>								

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

1. (i) Click the **Save** button and an information screen will appear stating the incident has been saved. (ii) Click the **OK** button to return to the Incident Reporting screen, IR tab. To continue working on the PREA Corrective Action tab, the user will be required to (iii) select the PREA Corrective Action tab again.
2. The Date Keyed and Keyed By fields in the **PREA Corrective Action** section will auto-populate when the **Save** button is selected.
- iii. To add an additional PREA corrective action click the **Add** button and perform the steps outlined above again.



- If the **Add** button is selected after clicking the **Apply** button to enter a PREA corrective action but prior to clicking on the **Save** button, an information screen will appear stating the corrective action must be saved before adding another corrective action.
- Clicking the **Apply** button will only populate the Date Initiated and Corrective Action Type columns of the **PREA Corrective Action** section; click the **Save** button to populate a complete record (Date Keyed, Keyed By, Date Initiated and Corrective Action Type).

b. Edit PREA Corrective Action

- i. (i) Select a PREA corrective action record in the **PREA Corrective Action** section and the row will be highlighted in **blue**. (ii) Click the **Edit** button and update the record as required by using the calendar drop-down screen to (iii) enter the **Date Initiated**. Use the drop-down list to (iv) select the **Corrective Action Type** and (v) modify the description of the corrective action in the **Enter Description ONLY** textbox, as needed.
 1. Click the **Cancel** button prior to clicking the **Apply** button or the **Save** button and any unsaved information will be cleared.
 2. Click the **Apply** button and the changes will appear in the in the **PREA Corrective Action** section and the **Save** button will also become accessible.
 3. (i) Click the **Save** button to finalize the changes and an information screen will appear stating the incident has been saved. (ii) Click the **OK** button to return to the Incident Reporting screen, IR tab. To continue working on the *PREA Corrective Action* tab, the user will be required to (iii) select the *PREA Corrective Action* again.

Incident Reporting

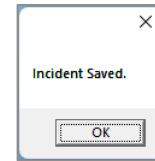
Facility: Bon Air Juvenile Correctional Center

IR ID: [REDACTED]

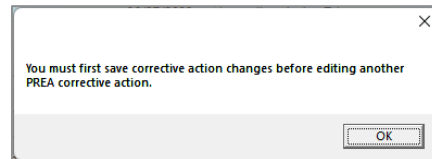
Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
<p>PREA Corrective Action</p> <p>Date Keyed: [REDACTED] Keyed By: [REDACTED] Date Initiated: [REDACTED] Corrective Action Type: [REDACTED]</p> <p>Buttons: Add, Edit, Delete</p> <p>Date Initiated: [REDACTED] Corrective Action Type: Immediate Action Taken</p> <p>Enter Description ONLY (Use ctrl+V to paste): [REDACTED]</p> <p>Buttons: Apply, Cancel</p> <p>Approve / Lock this Incident</p> <p>Locked/Approved By: This incident has yet to be approved.</p>								



- If the **Edit** button is selected after clicking the **Apply** button to enter a PREA corrective action but prior to clicking on the **Save** button, an information screen will appear stating the corrective action must be saved before editing another corrective action



c. Delete PREA Corrective Action

- Select a PREA corrective action record in the **PREA Corrective Action** section and the row will be highlighted in **blue**.
- Click the **Delete** button and the **Warning** screen will appear,
- (a) click the **Yes** button to delete the record or (b) the **No** button to return to the **Incident Type** tab without deleting the record.

Incident Reporting

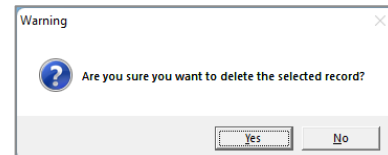
Facility: Bon Air Juvenile Correctional Center

IR ID: [REDACTED]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
<p>PREA Corrective Action</p> <p>Date Keyed: [REDACTED] Keyed By: [REDACTED] Date Initiated: [REDACTED] Corrective Action Type: [REDACTED]</p> <p>Buttons: Add, Edit, Delete</p> <p>Date Initiated: [REDACTED] Corrective Action Type: Immediate Action Taken</p> <p>Enter Description ONLY (Use ctrl+V to paste): [REDACTED]</p> <p>Buttons: Apply, Cancel</p> <p>Approve / Lock this Incident</p> <p>Locked/Approved By: This incident has yet to be approved.</p>								



9. Access Log Tab – CAP and JCC

The *Access Log* tab displays a list of all users who have either entered, viewed, or edited an incident report. The **ACCESS LOG** section on the *Access Log* tab will display the day, date, time, access type (read or modify), and the user name.

The screenshot shows the 'Incident Reporting' window for the 'Bon Air Juvenile Correctional Center'. The 'ACCESS LOG' tab is selected, displaying a table with columns: IR, Incident Type, Description, Juvenile(s) Involved, Staff Involved, Parties Notified, Addendum, PREA Corrective Action, and Access Log. The table contains three entries, each with a date and time, and a user name. A red box highlights the 'Access Log' tab. Below the table, there is a button labeled 'Approve / Lock this Incident' and a status message: 'Locked/Approved By: This incident has yet to be approved.'

- The **ACCESS LOG** section will also display the names of any users who view the incident report even after the record has been saved in the BADGE system.

Main Buttons on the Incident Reporting Screen

Regardless of the facility type chosen and the tab selected and displayed on the *Incident Reporting* screen, the following main buttons will always be displayed: (1) **Delete**, (2) **Save**, (3) **Email**, (4) **Notify DJJ Director**, (5) **Print**, and (6) **Approve / Lock this Incident (Unapprove / Unlock this Incident)** buttons.

The screenshot shows the 'Incident Reporting' window for the 'Bon Air Juvenile Correctional Center'. The 'Main buttons on Incident Reporting screen' are highlighted with a red box. These buttons are: Delete, Save, Email, Notify DJJ Director, and Print. Below these buttons, there is a section for incident details, including fields for IIR #, Activity, Incident Date / Time, Report Date / Time, Reported By, Reported To, Verified By, and Location of Incident. At the bottom, there is a button labeled 'Approve / Lock this Incident' and a status message: 'Locked/Approved By: This incident has yet to be approved.'

1. Delete Button

- (i) Click the **Delete** button at the top of the screen and the *Confirm Incident Deletion* screen will appear. Either (ii) (a) click the **No** button to close the *Confirm Incident Deletion* screen and return to the *Incident Reporting* screen; OR (ii) (b) click the **Yes** button and the *Deleted* information screen will appear stating the incident has been deleted, (iii) click the **OK** button to return to the *Incident Reporting* screen.

Incident Reporting

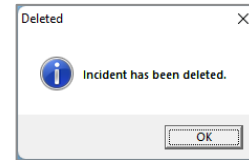
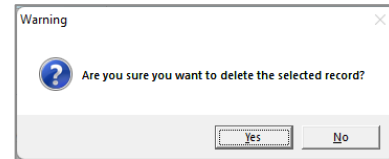
Facility: Bon Air Juvenile Correctional Center

IR ID: [REDACTED]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
<p>IIR #: [REDACTED]</p> <p>Activity: [REDACTED] Multi Incidents Reported: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Incident Date / Time: [REDACTED] (hh:mm am/pm)</p> <p>Report Date / Time: [REDACTED] (hh:mm am/pm)</p> <p>Reported By: [REDACTED] Title: [REDACTED]</p> <p>Reported To: Ralph Thomas Title: Deputy Director</p> <p>Verified By: [REDACTED] Title: [REDACTED]</p> <p>Location of Incident: [REDACTED]</p> <p>Approve / Lock this Incident</p> <p>Locked/Approved By: This incident has yet to be approved.</p>								



The **Delete** button will be greyed out and inaccessible if the incident has been approved/locked.

2. Save Button

- To save data input on the Incident Reporting screen (i) click the **Save** button at the top of the screen and an information screen will display stating the incident has been saved. (ii) Click the **OK** button on the information screen to return to the Incident Reporting screen.

Incident Reporting

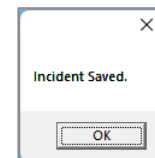
Facility: Bon Air Juvenile Correctional Center

IR ID: [REDACTED]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
<p>IIR #: [REDACTED]</p> <p>Activity: [REDACTED] Multi Incidents Reported: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Incident Date / Time: [REDACTED] (hh:mm am/pm)</p> <p>Report Date / Time: [REDACTED] (hh:mm am/pm)</p> <p>Reported By: [REDACTED] Title: [REDACTED]</p> <p>Reported To: Ralph Thomas Title: Deputy Director</p> <p>Verified By: [REDACTED] Title: [REDACTED]</p> <p>Location of Incident: [REDACTED]</p> <p>Approve / Lock this Incident</p> <p>Locked/Approved By: This incident has yet to be approved.</p>								



- However, if all required information was not entered prior to clicking the **Save** button, any field that requires a data entry or correction will be highlighted with a warning.

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
<p>IIR #: [REDACTED]</p> <p>Activity: [REDACTED] Multi Incidents Reported: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Incident Date / Time: [REDACTED] (hh:mm am/pm)</p> <p>Report Date / Time: [REDACTED] (hh:mm am/pm)</p> <p>Reported By: [REDACTED] Title: [REDACTED]</p> <p>Location of Incident: [REDACTED]</p> <p>Approve / Lock this Incident</p> <p>Locked/Approved By: This incident has yet to be approved.</p>								

Warning: Incident Date/Time must be earlier than Date Initiated for PREA Corrective action.

- At a minimum, the following fields must be entered before an incident can be saved:
- Incident Date / Time, Report Date / Time and Location of Incident** on the *IR* tab, and
 - At least one **Incident Type** must be added and selected as an **Initial Event** on the *Incident Type* tab.

3. Email Button

- a. Click the **Email** button at the top of the Incident Reporting screen and the user's default email application will open.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [Field]

Buttons: Delete, Save, **Email**, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
<p>IIR #: [Field]</p> <p>Activity: [Dropdown] Multi Incidents Reported: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Incident Date / Time: [Date/Time Picker] (hh:mm am/pm)</p> <p>Report Date / Time: [Date/Time Picker] (hh:mm am/pm)</p> <p>Reported By: [Field] Title: [Dropdown]</p> <p>Reported To: Ralph Thomas Title: Deputy Director</p> <p>Verified By: [Field] Title: [Dropdown]</p> <p>Location of Incident: [Field]</p> <p>Approve / Lock this Incident</p> <p>Locked/Approved By: This incident has yet to be approved.</p>								

- i. The **Subject** line will auto-populate with the IR ID, date and time of the incident, and the **Facility**.
- ii. The **Body** of the email will partially auto-populate with "Type(s) of Incident" and "Reported By."
- iii. The user will complete the email by (i) adding necessary text to the body of the email, adding necessary email addresses in the (ii) **To** and (iii) **Cc** fields, and clicking the (iv) **Send** button to dispatch the email.

Incident [ID] at Bon Air Juvenile Correctional Center

Buttons: Send, To, Cc

User's default email application will open when the Email button is selected.

Subject: Incident [ID] at Bon Air Juvenile Correctional Center

Type(s) of Incident: [Field]

Reported By: [Field]

- The **Email** button is not accessible until the incident report is saved.
- If the **Email** button does not open the user's email application as expected, contact the VCCC helpdesk for help configuring the default email application.

4. Notify DJJ Director Button

- a. (i) Click the **Notify DJJ Director** button at the top of the Incident Reporting screen and the Notification Successful information screen will appear. (ii) Click the **OK** button to return to the Incident Reporting screen.

- The **Notify DJJ Director** button is not accessible until the incident report is saved.
- Make sure all applicable data, on all tabs, is complete prior to saving the incident and notifying the DJJ Director.

Incident Reporting

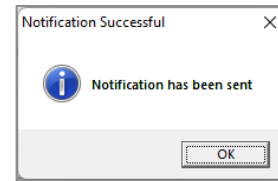
Facility: **Bon Air Juvenile Correctional Center**

IR ID: [REDACTED]

Buttons: Delete, Save, Email, **Notify DJJ Director**, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
<p>IIR #: [REDACTED]</p> <p>Activity: [REDACTED] Multi Incidents Reported: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Incident Date / Time: [REDACTED] (hh:mm am/pm)</p> <p>Report Date / Time: [REDACTED] (hh:mm am/pm)</p> <p>Reported By: [REDACTED] Title: [REDACTED]</p> <p>Reported To: Ralph Thomas Title: Deputy Director</p> <p>Verified By: [REDACTED] Title: [REDACTED]</p> <p>Location of Incident: [REDACTED]</p> <p>Approve / Lock this Incident</p> <p>Locked/Approved By: This incident has yet to be approved.</p>								



5. Print Button

- (i) Click the **Print** button and the report viewer screen will appear displaying the incident report. (ii) Click the **X** button in the upper right corner to close the report viewer screen and return to the Incident Reporting screen.

Incident Reporting

Facility: **Bon Air Juvenile Correctional Center**

IR ID: [REDACTED]

Buttons: Delete, Save, Email, Notify DJJ Director, **Print**

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
<p>IIR #: [REDACTED]</p> <p>Activity: [REDACTED] Multi Incidents Reported: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Incident Date / Time: [REDACTED] (hh:mm am/pm)</p> <p>Report Date / Time: [REDACTED] (hh:mm am/pm)</p> <p>Reported By: [REDACTED] Title: [REDACTED]</p> <p>Reported To: Ralph Thomas Title: Deputy Director</p> <p>Verified By: [REDACTED] Title: [REDACTED]</p> <p>Location of Incident: [REDACTED]</p> <p>Approve / Lock this Incident</p> <p>Locked/Approved By: This incident has yet to be approved.</p>								

Virginia Department Of Juvenile Justice

Incident Report: [REDACTED]

Bon Air Juvenile Correctional Center

Incident Date/Time: [REDACTED]

Fips Description:

Location: [REDACTED]

Reported By/Title: [REDACTED]

Reported To/Title: [REDACTED]

Reported Date/Time: [REDACTED]

Incident Type:

Initial Event: [REDACTED]

Disposition:

PREA-Related Incident?

PREA Meet Standard?

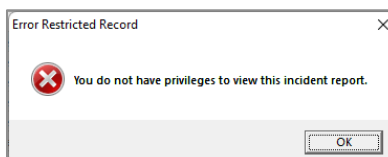
PREA Comment:

Description:

Parties Notified:

Title Notified	Name	Reported By	Date/Time	Notified By
Superintendent Senior				
State Police				

- A saved incident report must exist to utilize the **Print** button, otherwise the button will be greyed out and inaccessible.
- The **facility** will be displayed on the report as demonstrated on line 3 of the report image displayed above. In this example the facility type is **Bon Air Juvenile Correctional Center**.
- The Error Restricted Record screen will appear if the user attempts to view or print a record that the user does not have permissions to access.



6. Approve / Lock this Incident Button

- To approve and lock the incident report click the **Approve / Lock this Incident** button.

- i. Once the **Approve / Lock this Incident** is selected it will change to the **Unapprove / Unlock this Incident** button and the **Delete** button will no longer be accessible. The **Locked/Approved By** field will display “This incident has yet to be approved.”
- ii. Click the **Save** button to complete the approval and lock of the incident report and the **Lock/Approved By** field will display the name of the logged-on user performing the save.

The **Approve / Lock this Incident** button is greyed out until the incident report is saved and is only available to users with appropriate permissions.

7. Unapprove / Unlock this Incident

- a. Once the **Approve / Lock this Incident** button has been clicked, the button will change to the **Unapprove / Unlock this Incident** button. Click the **Unapprove / Unlock this Incident** button to enable editing of the incident report.

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [Field]

Buttons: Delete, Save, Email, Notify DJJ Director, Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

Tabs: IR, Incident Type, Description, Juvenile(s) Involved, Staff Involved, Parties Notified, Addendum, PREA Corrective Action, Access Log

IIR #: [Field]

Activity: [Dropdown] Multi Incidents Reported: ☐ Yes ☒ No

Incident Date / Time: [Date/Time Picker] 2:25 PM (hh:mm am/pm)

Report Date / Time: [Date/Time Picker] 2:25 PM (hh:mm am/pm)

Reported By: [Field] Title: [Field]

Reported To: [Field] Title: [Field]

Verified By: [Field] Title: [Field]

Location of Incident: [Dropdown]

Unapprove/Unlock this Incident

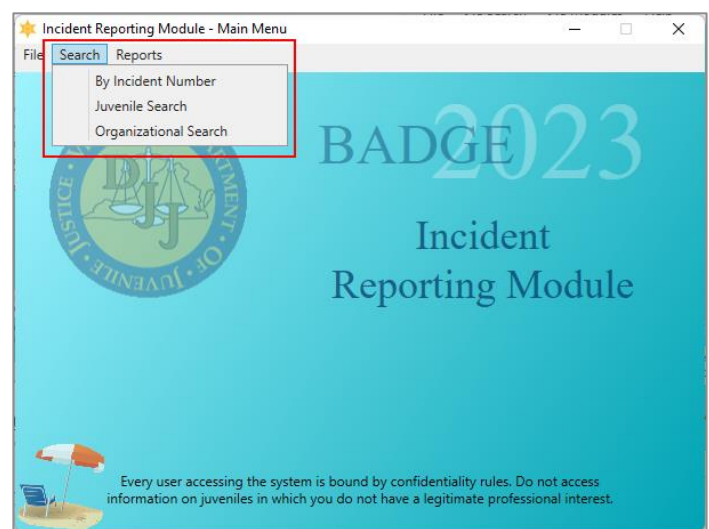
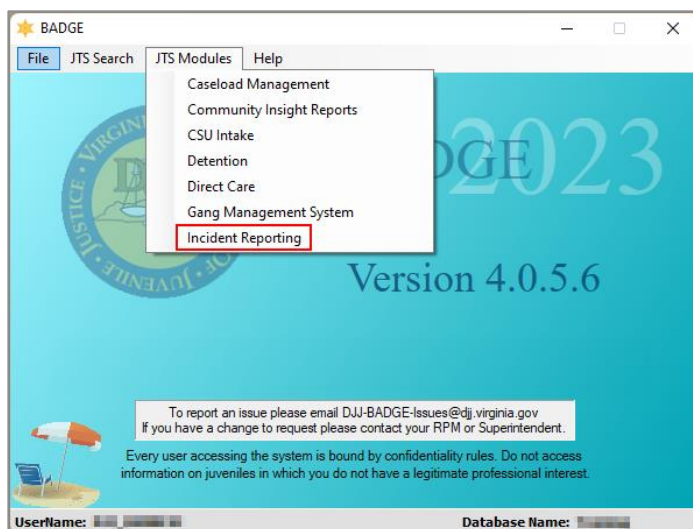
Locked/Approved By: [Field]

The **Unapprove / Unlock this Incident** will be greyed out unless the user has appropriate permissions.

Search - Incident Reporting Module

There are several methods to search the BADGE Incident Reporting Module: by an existing incident number, by juvenile(s), or by organization and SIR approval type.

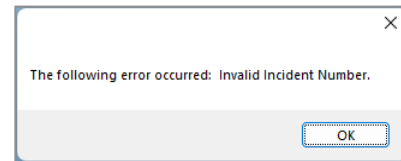
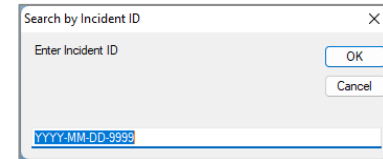
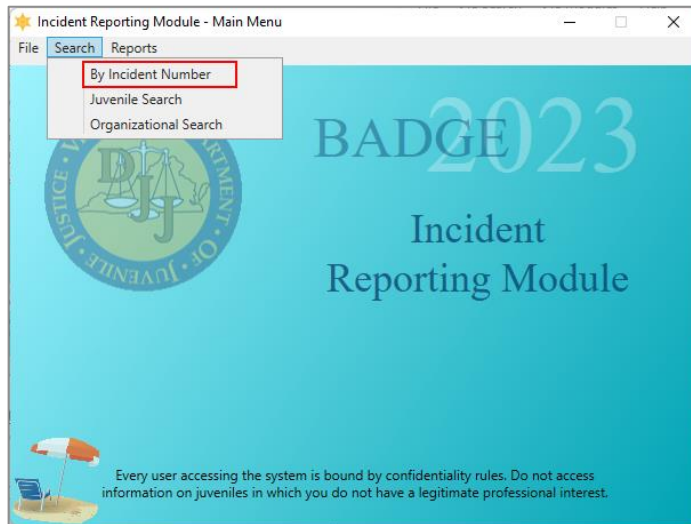
From the BADGE home screen (i) Click the **JTS Modules** drop-down menu option, (ii) click the **Incident Reporting** option from the drop-down menu, and the Incident Reporting Module –Main Menu screen will appear. On the Incident Reporting Module –Main Menu screen (iii) click the **Search** drop-down menu option to (iv) select the desired search method: **By Incident Number**, **Juvenile Search**, or **Organization Search**.



Incident Reporting Module Search	Search Type
By Incident Number	Incident report identification number
Juvenile Search	Find juvenile, direct care population, and detention Population
Organizational Search	Organization type, organization, approval type, and date range

By Incident Number

- (i) Click the **Search** drop-down menu on the Incident Reporting Module - Main Menu screen, (ii) select the **By Incident Number** option, and the Search by Incident ID screen will appear.



- i. (i) Enter the incident ID number in the textbox. The incident ID is in a year, month, day, and report number format (YYYY -MM-DD-9999). (ii) Click **OK** and the Incident Reporting screen will appear.
 1. If an invalid incident number is entered an error screen will appear to notify the user. Click the **OK** button to return to the Search by Incident ID screen.
- ii. Click the **Cancel** button to exit the Search by Incident ID screen

Refer to the [Adding a New Incident Report](#) section for instructions on entering a new incident report.

Juvenile Search

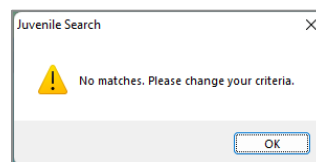
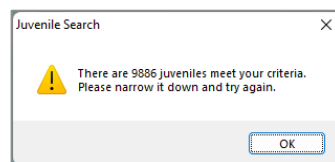
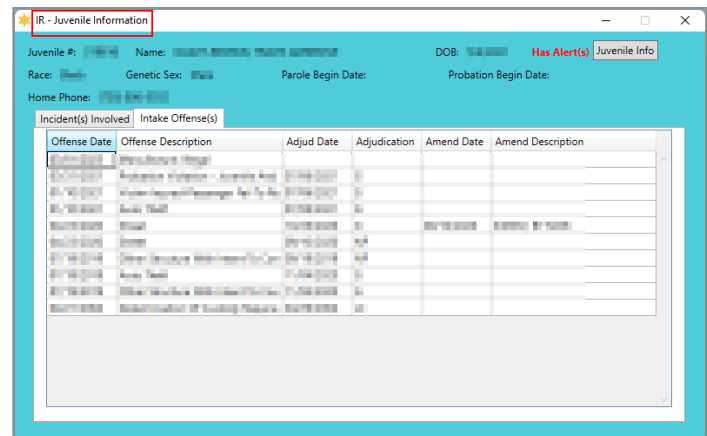
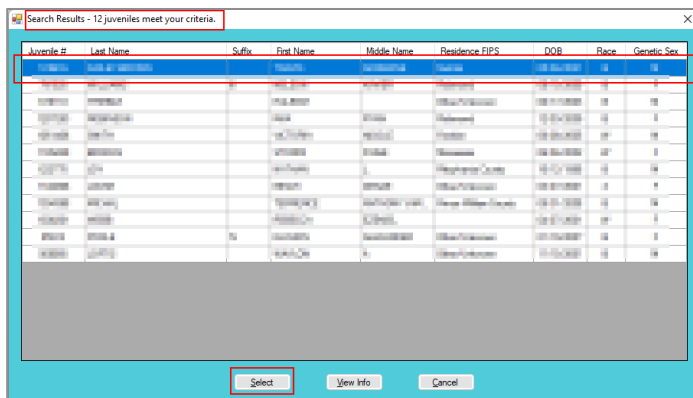
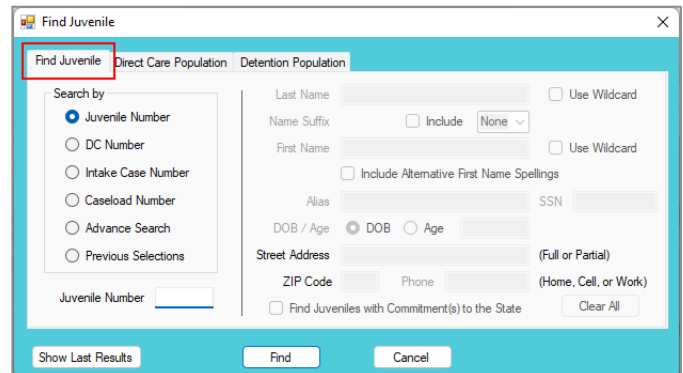
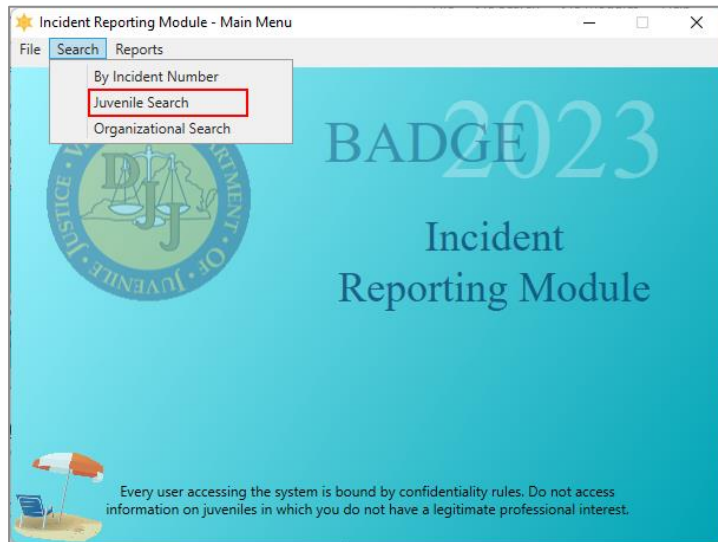
- a. (i) Click the **Search** drop-down menu on the Incident Reporting Module - Main Menu screen, (ii) select the **Juvenile Search** option, and the Find Juvenile screen will appear. The Find Juvenile screen will display the *Find Juvenile* tab, the *Direct Care Population* tab, and the *Detention Population* tab.

i. Find Juvenile Tab

The *Find Juvenile* tab allows a user to search for a juvenile by **Juvenile Number**, **DC Number**, **Intake Case Number**, **Caseload Number**, **Advance Search** or choose from **Previous Selections**.

1. (i) Select the *Find Juvenile* tab at the top of the Find Juvenile screen. (ii) Select the desired **Search by** radio button on the *Find Juvenile* tab and (iii) enter the related information in the appropriate text field(s). (iv) Click the **Find** button, and the IR – Juvenile Information will display if only one juvenile record is found, the Search Results screen will appear if multiple juvenile records are found, and the Juvenile Search information screen will appear if there are not any or too many search results.

- a. (i) From the Search Results screen, select a juvenile record and the row will be highlighted in blue. (ii) Click the **Select** button and the IR – Juvenile Information will display.



- The user can view the previous juvenile search results by clicking the **Show Last Results** button on the *Find Juvenile* tab.
- If conducting an **Advance Search**, do so for each criterion separately. Entering multiple criteria may be too specific to yield any results.
- In order to yield broader search results, type ONLY two or three characters of the last and first name, and select **Use Wildcard** checkbox.
- The **Include Alternative First Name Spellings** checkbox does not work with the **Use Wildcard** option. Pick ONLY one of these options.
- To reset the search fields, click the **Clear All** button.

Refer to the [BADGE Login & Search Manual](#) for detailed instructions on how to search for a juvenile.

ii. Direct Care Population Tab

The *Direct Care Population* tab allows a user to search for a juvenile by **Commitment Type**, **Offender Type**, **Correctional Facility**, **Committed by**, **Treatment Needs Assigned**, **Genetic Sex**, and **Custody Classification**.

1. (i) Select the *Direct Care Population* tab at the top of the *Find Juvenile* screen. (ii) Select the desired radio buttons and/or checkboxes for **Commitment Type**, **Offender Type**, **Correctional Facility**, **Committed by**, **Treatment Needs Assigned**, **Genetic Sex**, and **Custody Classification**. (iii) If required, select the appropriate items from the **Committed by** and **Treatment Needs Assigned** drop-down menus. (iv) Click the **Find** button, and the *Search Results* screen will appear.
 - a. (i) From the *Search Results* screen, select a juvenile record and the row will be highlighted in blue. (ii) Click the **Select** button and the *IR – Juvenile Information* will display.

Refer to the [BADGE Login & Search Manual](#) for detailed instructions on how to search for a juvenile.

iii. Detention Population Tab

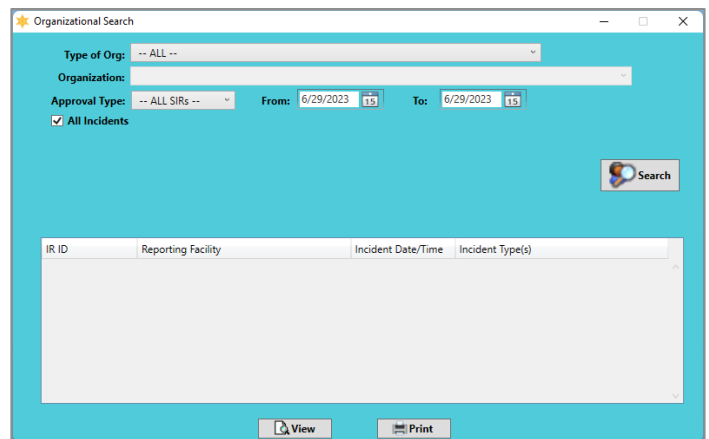
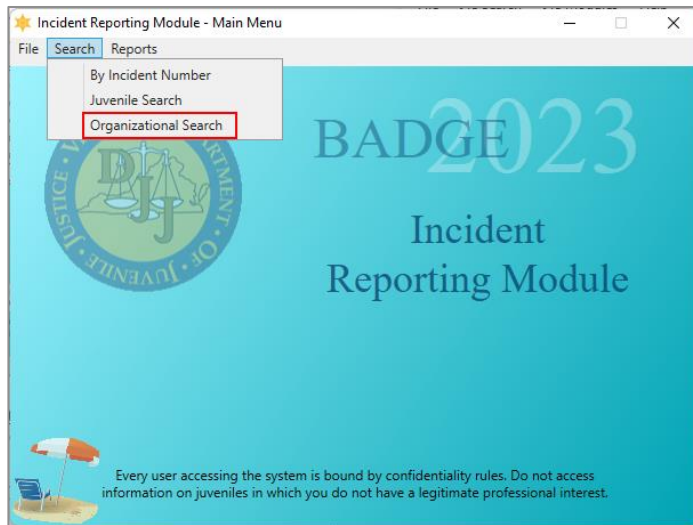
The *Detention Population* tab allows a user to search for a juvenile by **Juvenile Detention Center (JDC)**, **Detained by**, **Genetic Sex**, **Days Served**, **Age**, **Detention Status**, and **Admission Type**.

1. (i) Select the *Detention Population* tab at the top of the *Find Juvenile* screen. (ii) Select the desired radio buttons and/or checkboxes for **Juvenile Detention Center (JDC)**, **Detained by**, **Genetic Sex**, **Detention Status**, and **Admission Type**. (iii) If required, select the desired **CSU** or **FIPS** value from the **Detained by** drop-down list. (iv) If required, enter the **Days Served** and **Age** ranges in the corresponding **from** and **to** textboxes. (v) Click the **Find** button, and the *Search Results* screen will appear.
 - a. (i) From the *Search Results* screen, select a juvenile record and the row will be highlighted in blue. (ii) Click the **Select** button and the *IR – Juvenile Information* will display.

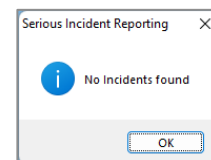
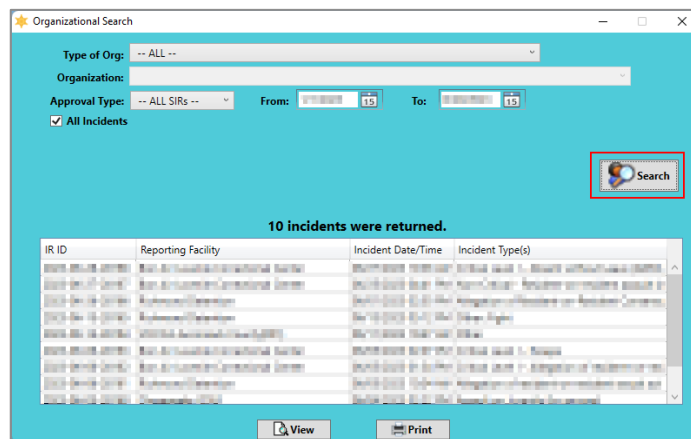
Refer to the [BADGE Login & Search Manual](#) for detailed instructions on how to search for a juvenile.

Organizational Search

- a. (i) Click the **Search** drop-down menu on the *Incident Reporting Module - Main Menu screen*, (ii) select the **Organizational Search** option and the *Organizational Search* screen will appear.



- i. (i) Select the **Type of Org**, **Organization**, and **Approval Type** from the corresponding drop-down menus. (ii) Select the **From** and **To** dates from the drop-down calendar buttons. (iii) If required, place a checkmark in the **All Incidents** checkbox. (iv) Click the **Search** button and any incidents that meet the search criteria will be displayed in the lower half of the Organizational Search screen. The Serious Incident Reporting information screen may appear if no incidents match the search criteria.



- i. From the lower half of the Organizational Search screen, select an incident record and the row with be highlighted in blue.
1. Click the **View** button and the Incident Reporting screen will appear for the selected record.
 2. Click the **Print** button and the BADGE report screen will appear displaying the **Incident By Type of Organization** report.

Organizational Search

Type of Org: -- ALL --

Organization: [Dropdown]

Approval Type: -- ALL SIRs --

☒ All Incidents

From: [Date] To: [Date]

Search

10 incidents were returned.

IR ID	Reporting Facility	Incident Date/Time	Incident Type(s)
2020-01-15-001	Bon Air Juvenile Correctional Center	2020-01-15 10:00 AM	Sexual Abuse - Victim/Offender
2020-01-15-002	Bon Air Juvenile Correctional Center	2020-01-15 11:00 AM	Sexual Abuse - Victim/Offender
2020-01-15-003	Bon Air Juvenile Correctional Center	2020-01-15 12:00 PM	Sexual Abuse - Victim/Offender
2020-01-15-004	Bon Air Juvenile Correctional Center	2020-01-15 13:00 PM	Sexual Abuse - Victim/Offender
2020-01-15-005	Bon Air Juvenile Correctional Center	2020-01-15 14:00 PM	Sexual Abuse - Victim/Offender
2020-01-15-006	Bon Air Juvenile Correctional Center	2020-01-15 15:00 PM	Sexual Abuse - Victim/Offender
2020-01-15-007	Bon Air Juvenile Correctional Center	2020-01-15 16:00 PM	Sexual Abuse - Victim/Offender
2020-01-15-008	Bon Air Juvenile Correctional Center	2020-01-15 17:00 PM	Sexual Abuse - Victim/Offender
2020-01-15-009	Bon Air Juvenile Correctional Center	2020-01-15 18:00 PM	Sexual Abuse - Victim/Offender
2020-01-15-010	Bon Air Juvenile Correctional Center	2020-01-15 19:00 PM	Sexual Abuse - Victim/Offender

View Print

Incident Reporting

Facility: Bon Air Juvenile Correctional Center

IR ID: [Text]

Delete Save Email Notify DJ Director Print

Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.

IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log
IR #:	[Text]							
Activity:	[Dropdown]							
Incident Date / Time:	[Date/Time] (hh:mm am/pm)							
Report Date / Time:	[Date/Time] (hh:mm am/pm)							
Reported By:	[Text]							
Title:	[Text]							
Reported To:	[Text]							
Title:	[Text]							
Verified By:	[Text]							
Title:	[Text]							
Location of Incident:	[Text]							

Approve / Lock this Incident

Locked/Approved By: This incident has yet to be approved.

Virginia Department Of Juvenile Justice
Incident By Type of Organization

From [Date] To [Date]

Organization: Bon Air Juvenile Correctional Center

Approval Type: -- ALL SIRs --

Incident Type(s): - ALL -

Bon Air Juvenile Correctional Center has 4 incidents.

IR ID	Incident Date/Time	Incident Type(s)
2020-01-15-001	2020-01-15 10:00 AM	Sexual Abuse - Victim/Offender
2020-01-15-002	2020-01-15 11:00 AM	Sexual Abuse - Victim/Offender
2020-01-15-003	2020-01-15 12:00 PM	Sexual Abuse - Victim/Offender
2020-01-15-004	2020-01-15 13:00 PM	Sexual Abuse - Victim/Offender

Chesapeake (CSU) has 1 incidents.

IR ID	Incident Date/Time	Incident Type(s)
2020-01-15-005	2020-01-15 14:00 PM	Sexual Abuse - Victim/Offender

Richmond Detention has 4 incidents.

IR ID	Incident Date/Time	Incident Type(s)
2020-01-15-006	2020-01-15 15:00 PM	Sexual Abuse - Victim/Offender
2020-01-15-007	2020-01-15 16:00 PM	Sexual Abuse - Victim/Offender
2020-01-15-008	2020-01-15 17:00 PM	Sexual Abuse - Victim/Offender
2020-01-15-009	2020-01-15 18:00 PM	Sexual Abuse - Victim/Offender

VJCCCA-Accomack County(001) has 1 incidents.

IR ID	Incident Date/Time	Incident Type(s)
2020-01-15-010	2020-01-15 19:00 PM	Sexual Abuse - Victim/Offender

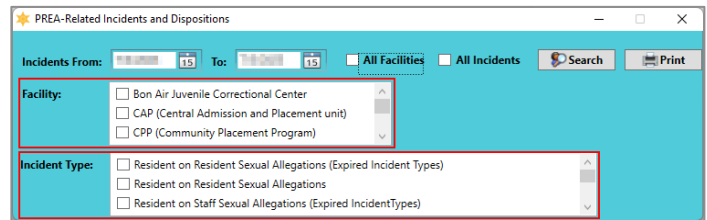
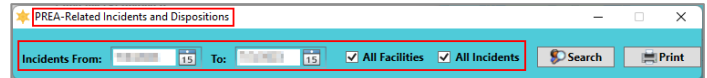
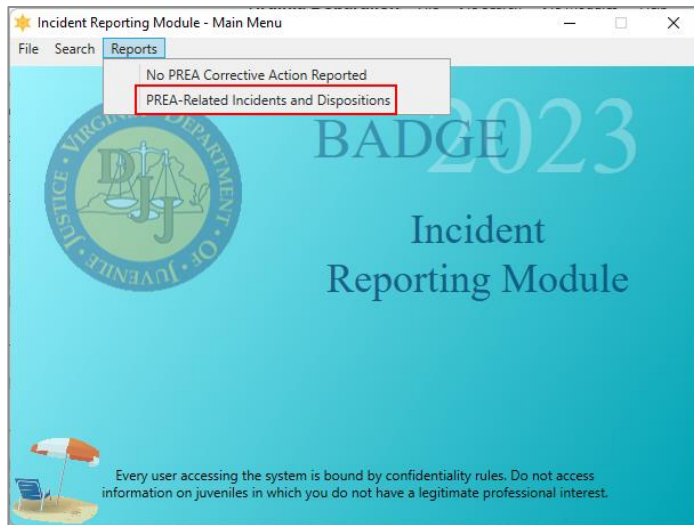
Grand Total 10

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- Select the **ALL Incidents** checkbox on the Organizational Search screen to view all incident reports for the desired organization.
- When performing an Organizational Search, specify **Approved SIRs** or **Unapproved SIRs** by selecting the desired option from the **Approval Type** drop-down menu.

Reports - Incident Reporting Module

This menu provides users with two report options: **No PREA Corrective Action Reported** and **PREA-Related Incidents and Dispositions**. From the Incident Reporting Module – Main Menu screen, click the **Reports** menu.



- Deselect the **All Facilities** and **All Incidents** checkboxes on the PREA-Related Incidents and Dispositions screen to view and select from an itemized list of facilities and incident types.

- ii. Click the **Search** button and records that meet the search criteria will populate the table in lower portion of the PREA-Related Incidents and Dispositions screen and display IR ID, Reporting Facility, Incident Date/Time, Disposition, PREA Related, and PREA Met for each record.

IR ID	Reporting Facility	Incident Date/Time	Incident Type	Disposition	PREA Related	PREA Met
2023-01-15-001	Bon Air Juvenile Con	01/15/2023 10:15 AM	Sexual Abuse	Investigation of staff	Yes	Yes
2023-01-15-002	Bon Air Juvenile Con	01/15/2023 11:30 AM	Sexual Abuse	Investigation of resident	Yes	Yes
2023-01-15-003	Bon Air Juvenile Con	01/15/2023 12:45 PM	Sexual Abuse	Investigation of resident	Yes	Yes
2023-01-15-004	CAP (Central Admiss	01/15/2023 01:00 PM	Sexual Abuse	Investigation of resident	Yes	Yes
2023-01-15-005	CAP (Central Admiss	01/15/2023 02:15 PM	Sexual Abuse	Investigation of resident	Yes	Yes
2023-01-15-006	Bon Air Juvenile Con	01/15/2023 03:30 PM	Sexual Abuse	Investigation of resident	Yes	Yes
2023-01-15-007	Bon Air Juvenile Con	01/15/2023 04:45 PM	Sexual Abuse	Investigation of resident	Yes	Yes
2023-01-15-008	Bon Air Juvenile Con	01/15/2023 05:00 PM	Sexual Abuse	Investigation of resident	Yes	Yes
2023-01-15-009	Detention Re-Entry	01/15/2023 06:15 PM	Sexual Abuse	Investigation of resident	Yes	Yes

1 Substantiated 0 Unsubstantiated 1 Unfounded 9 total incidents

- iii. After a search is performed, click the **Print** button and the BADGE report screen will appear and display the **PREA-Related Incidents and Dispositions** report.
 1. An Information screen will appear stating "There is no report to print" if the user clicks the **Print** button on the PREA-Related Incidents and Dispositions screen while no records are displayed.

★ PREA-Related Incidents and Dispositions

Incidents From: 1/15 To: 1/15 ☒ All Facilities ☒ All Incidents

IR ID	Reporting Facility	Incident Date/Time	Incident Type	Disposition	PREA Related	PREA Met
2023-01-15-0001	Bon Air Juvenile Con	2023-01-15 14:30	Allegation of staff on resident sexual misconduct (sexual harassment)	Unsubstantiated		
2023-01-15-0002	Bon Air Juvenile Con	2023-01-15 14:30	Allegation of resident on resident sexual misconduct (sexual harassment)	Unsubstantiated		
2023-01-15-0003	Bon Air Juvenile Con	2023-01-15 14:30	Allegation of resident on resident sexual misconduct (sexual harassment)	Unsubstantiated		
2023-01-15-0004	CAP (Central Admiss	2023-01-15 14:30	Allegation of staff on resident sexual misconduct (sexual harassment)	Unsubstantiated		
2023-01-15-0005	Bon Air Juvenile Con	2023-01-15 14:30	Allegation of staff on resident sexual misconduct (sexual harassment)	Unsubstantiated		
2023-01-15-0006	Bon Air Juvenile Con	2023-01-15 14:30	Allegation of staff on resident sexual misconduct (sexual harassment)	Unsubstantiated		
2023-01-15-0007	Bon Air Juvenile Con	2023-01-15 14:30	Allegation of staff on resident sexual misconduct (sexual harassment)	Unsubstantiated		
2023-01-15-0008	Detention Re-Entry	2023-01-15 14:30	Allegation of staff on resident sexual misconduct (sexual harassment)	Unsubstantiated		

1 Substantiated 0 Unsubstantiated 1 Unfounded 9 total incidents

✕

There is no report to print.

OK

Virginia Department Of Juvenile Justice
PREA-Related Incidents and Dispositions
Information as of: 1/15/2023
Report Time Frame: 1/15/2023 - 1/15/2023

Facility	Incident Report ID	Incident Date/Time	Incident Type	Disposition	PREA-Related Incident	Meets PREA Definition?
Bon Air Juvenile Corrections Center	2023-01-15-0001	2023-01-15 14:30	Allegation of staff on resident sexual misconduct (sexual harassment)	Unsubstantiated		
Bon Air Juvenile Corrections Center	2023-01-15-0002	2023-01-15 14:30	Allegation of resident on resident sexual misconduct (sexual harassment)	Unsubstantiated		
Bon Air Juvenile Corrections Center	2023-01-15-0003	2023-01-15 14:30	Allegation of resident on resident sexual misconduct (sexual harassment)	Unsubstantiated		
Detention Re-Entry	2023-01-15-0008	2023-01-15 14:30	Allegation of staff on resident sexual misconduct (sexual harassment)	Unsubstantiated		
Total:	1 Substantiated	0 Unsubstantiated	1 Unfounded	4 total incidents		

For Incident(s) Selected:
Resident on Resident Sexual Allegations (Capital Incident Types)
134 - Critical Level II - Allegation of resident-on-resident sexual contact
135 - Critical Level I - Allegation of resident-on-resident sexual act or penetration
142 - Critical Level II - Allegation of resident-on-resident indirect exposure
144 - Critical Level II - Allegation of resident-on-resident sexual harassment
153 - Critical Level II - Allegation of resident-on-resident consensual sexual misconduct (contact or penetration)
154 - CLASS II - Allegation of Resident on Resident Consensual Sexual Misconduct
155 - CLASS II - Allegation of Resident on Resident Consensual Sexual Misconduct
Resident on Resident Sexual Allegations (Capital Incident Types)
194 - Critical Level II - Alleged resident-on-resident consensual sexual misconduct, (kissing, non-pen, touching, verbal non-contact)
195 - Critical Level II - Allegation of Resident on Resident Sexual Misconduct
196 - CLASS II - Allegation of Resident on Resident Sexual Misconduct
Resident on Staff Sexual Allegations (Capital Incident Types)
157 - Critical Level II - Allegation of resident-on-staff sexual misconduct (intentional touching)
Resident on Staff Sexual Allegations
195 - Critical Level II - Allegation of resident-on-staff sexual misconduct (sexual harassment)
196 - Critical Level II - Allegation of resident-on-staff sexual misconduct (non-touching gestures)
Staff on Resident Sexual Allegations (Capital Incident Types)
136 - CLASS I - Allegation of Staff on Resident Sexually Abusive Contact
137 - Critical Level I - Allegation of staff on resident sexually abusive act or penetration
140 - Critical Level II - Allegation of staff on resident indirect exposure
141 - Critical Level II - Allegation of staff on resident sexual harassment
143 - Critical Level II - Allegation of staff on resident sexual harassment
156 - CLASS I - Allegation of Staff on Resident Sexual Misconduct
Staff on Resident Sexual Allegations
157 - Critical Level II - Allegation of staff on resident sexual misconduct (sexual harassment)
158 - Critical Level I - Allegation of staff on resident sexually abusive contact
159 - Critical Level I - Allegation against staff (intentional) - not involving abuse
166 - Critical Level I - Allegation of staff on resident non-sexual child abuse or neglect - referred

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Appendix

A. Document Revisions

Date	Item	Details
04/2019	Incident Reporting Screen – Staff Involved tab	The Staff Involved tab has been added to the Incident Reporting screens, and can only be viewed by BADGE users with JCC user permissions.
10/2023	Entire Manual	Complete manual revision, previous manual completed in 2014.
10/2023	BADGE Version at time of manual update.	BADGE Version at time of latest <i>BADGE Incident Reporting Module Manual</i> update: Version 4.0.5.8.