

BADGE Balanced Approach Data Gathering Environment

BADGE Incident Reporting Manual

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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.

Style/Symbol/Button	Meaning
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 But	tons 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	 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	 In order of appearance (from left to right): go Back to Parent Report; Stop Rendering report; and Refresh report.
Report Viewer Buttons (3 of	 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.
Find Next Report Viewer Buttons (4 of	 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.
Alert: Info Button and Text in Red For	5 5 7
Icon displayedQuestionAnd/oConfirmationSo	prompted to confirm a requested action prior to proceeding
Icon displayed ovarious screens	
Icon displayed ovarious screens	
Icon displayed of <u>Information</u> Scr	

In the BADGE Application

Style/Sym	bol/Button	Meaning
Help Or W Help	Help Button	Click the Help button to display the <u>Help</u> screen describing the business rules related to the selected report or for additional information related to the current screen.
Close Or It Close	Close Button	Click the Close button to close the current screen, leaving open the prior screen
	Magnifying Glass Button	Click the Magnifying Glass button to expand a comment/textbox.
Map It	Map It Button	The Map It button is currently disabled across the BADGE application.
Questions	No ■ Unknown with an asterik (*) bllow the legend	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
Underlined and Italicized	Name of a screen.
Italicized	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.
Underlined	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.
Bolded and Underlined	The manual's main title and other titles for key sections.
<u>Hyperlink</u>	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 <u>DJJ Acceptable Use & Information Security Agreement</u>. See <u>§2.2-2827</u> of the Code of Virginia for restrictions on state employee access to information infrastructure. See <u>§§16.1-223</u> and <u>16.1-300</u> 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 <u>DJJ-BADGE-Issues@djj.virginia.gov</u>. If there is a need to request a change, please contact the appropriate Regional Program Manager (RPM) or Superintendent.

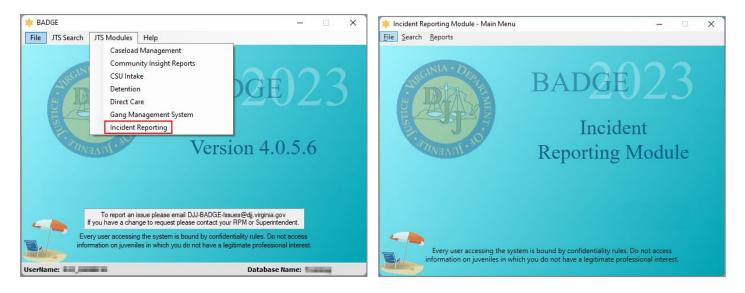
Please email <u>DJJ-BADGE-Passwords@djj.virginia.gov</u> for assistance with BADGE login problems.

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:

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



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

🛊 Incident Reporting Module - Main Menu	- 🗆 X		
File Search Reports			
New Incident Close	DADOD 22	F	
A TRIPLE	BADGE	* Reporting Facility For Incident -	×
a star		The facility cannot be changed after the IR has been saved. So please double check it for accuracy.	
	Incident	Facility: Richmond City (CSU)	
JUNDAD . S	Dementing Madala	Location: Richmond v	
WHAUS	Reporting Module		
		Report	
-			
Every user accessing the system information on juveniles in whice	em is bound by confidentiality rules. Do not access ch you do not have a legitimate professional interest.		

- On the <u>Reporting Facility for Incident</u> screen the **Location** drop-down menu does not appear for all facilities.
- 3. From the <u>Reporting Facility for Incident</u> screen, (i) select **Facility** and **Location** options from the drop-down menus, (ii) click **Report**, and the <u>Incident Reporting</u> screen will appear.

BADGE Incident Reporting Manual

× Reporting Facility For Incident	—	× 🗽 Incider	lent Reporting — 🗆 🗙
The facility cannot be changed a	fter the IR has been saved. So please double check it for accuracy.	Facility: IR ID:	y: Bon Air Juvenile Correctional Center
Facility:	Williamsburg (CSU)		Delete Deletee Deleteee Deletee Deleteee Deleteee Deleteee Deleteee Deleteee Deleteeeeeeeeeeeeeeeeeeeeeeeeeeeeeee
Location:	Williamsburg (CSU)	IR	
	Henrico County (CSU) Abingdon (CSU) Pulaski (CSU) Chesterfield (CSU)		liR #: Activity: Multi Incidents Reported: @ Yes ⊖ No
	Chaplin Youth Center Bon Air Juvenile Correctional Center CPP (Community Placement Program) Richmond Detention Judge Molinari Juvenile Shelter VJCCCA-Accomack County(001) Bon Air Coed Campus		Incident Date / Time: Monday, June 12, 2023 153 10:37 AM (hhomm am/pm) Report Date / Time: Monday, June 12, 2023 153 10:37 AM (hhomm am/pm) Reported By: Title: `` `` `` Reported To: Ralph Thomas Title: `` `` Verified By: Title: `` `` Location of Incident: `` `` ``
	Bon Air Annex Campus CAP (Central Admission and Placement unit) Detention Re-Entry Continuum Placement (Direct Care) Individual JDC Beds v		Approve / Lock this Incident Locked/Approved By: This incident has yet to be approved.

- a. The <u>Incident Reporting</u> 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 <u>Incident Reporting</u> 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.

- Regardless of the facility type chosen and the tab selected and displayed on the <u>Incident Reporting</u> 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.
 - Additional detail for the buttons located on the <u>Incident Reporting</u> 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.

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

 Follow the hyperlinks in the table below for instructions on using the <u>Incident Reporting</u> screen for specific facility types.

Incident Reporting Screen Facilities
Community Programs – Court Service Units, VJCCCA 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.

The facility cannot be changed after the incident report has been saved. Therefore, double-check the report for accuracy before saving.

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

Given the similarity on the <u>Incident Reporting</u> 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 <u>Incident Reporting</u> 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:		
🗙 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) Parties Addendum Access Involved Notified		
7 Tabs available for CSU, VJCCCA, or Group Home		
Incident Date / Time: Monday, June 12, 2023	1)	
Report Date / Time: Monday, June 12, 2023)	
Reported By: Title:		
Reported To:		
Location of Incident:	-	
Approve / Lock this Incident Locked/Approved By: This incident has yet to be approved.		

On the upper left corner of the <u>Incident Reporting</u> screen the facility the user has selected will be displayed, as demonstrated in the screen image displyed above.

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

- a. 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.
- b. If the Save button at the top of the <u>Incident Reporting</u> screen is clicked an information screen will appear informing the user that an initiating incident must be selected on the <u>Incident Type</u> tab. Click the OK button to return to the <u>Incident Reporting</u> screen. Typically, the Save button is not selected until all tabs have been completed on the <u>Incident Reporting</u> screen; however, the incident report can be saved at any time.

🛊 Incident Reporting – 🗆 🗙	🛊 Incident Reporting — 🗆 🗙
Facility: Richmond City (CSU) Fips: Richmond	Facility: Richmond City (CSU) Fips: Richmond IR ID:
🗙 Delete 🛛 🔚 Save 🚔 Email 🐍 Notify DJJ Director 🚔 Print	Delete Save Constitution Consti
Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.	Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.
IR Incident Type Description Juvenile(s) Parties Involved Notified Addendum Access Log	IR Incident Type Description Juvenile(s) Parties Notified Addendum Access Involved Notified
Incident Date / Time: Monday, June 12, 2023 5 220 PM (hhumm am/pm) Report Date / Time: Monday, June 12, 2023 5 12:20 PM (hhumm am/pm) Reported By: Title: Reported To: Title: Location of Incident:	Incident Date / Time: Monday, You must check one incident that initiated the report. Reported By: Reported To: Location of Incident:
Approve / Lock this Incident	Approve / Lock this Incident
Locked/Approved By: This incident has yet to be approved.	Locked/Approved By: This incident has yet to be approved.

- The Incident Date/Time must be before the Report Date/Time.
- Make sure all applicable data on all tabs have been entered on the <u>Incident Reporting</u> 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 Reporting - 🗆 🗙
Facility: Richmond City (CSU) Fips: Richmond	Facility: Richmond City (CSU) Fips: Richmond
IR ID:	IR ID: X Delete Save Email Solvity DJJ Director Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.
IR Incident Type Description Juvenile(s) Parties Addendum Access Log	IR Incident Juvenile(s) Parties Addendum Access Log
INCIDENT TYPE	INCIDENT TYPE
Initial Incident Type	Initial Incident Type Add Add Add Currence out of the ordinary course of operations involving a juvenile on the Currence out of the ordinary course of operations involving a juvenile on the Currence out of the ordinary course of operations involving a juvenile on the Currence out of the ordinary course of operations involving a juvenile on the Narrative: Narrative:
Initial Event? Apply D Cancel	Initial Event?
Approve / Lock this Incident Locked/Approved By: This incident has yet to be approved.	Approve / Lock this Incident Locked/Approved By: This incident has yet to be approved.

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.

acility:	Richmond	City (CSU)	Fips: Richmond			
R ID:		Delete	🔜 Save 🚔 Email 🔒 Notify DJJ Director 🗮 Print			
			ure all applicable data, on all tabs, has been filled out prior to saving the incident.			
IR	Incident Type	Description	Juvenile(s) Parties Involved Notified Addendum Log			
			INCIDENT TYPE			
	Initial	Incident Type				
					~	
					~	
			🗣 Add 🛛 🛷 Frite 📉 Delete		~	
	Insident 7		Add Zelete		~	
	Incident T			~	~	
	Incident T	Any serie	us occurrence out of the ordinary course of operations involving a juvenile on the		~	
	Incident T	Any serie CSUs BA			~ 	
	Incident T	Any serie CSUs BA	us occurrence out of the ordinary course of operations involving a juvenile on the JGE caseload that (i) is likely to attract attention of the media or the general publi		v	
		Any serie CSUs BA	us occurrence out of the ordinary course of operations involving a juvenile on the JGE caseload that (i) is likely to attract attention of the media or the general publi		~	
	Incident T Narrative	Any serie CSUs BA	us occurrence out of the ordinary course of operations involving a juvenile on the JGE caseload that (i) is likely to attract attention of the media or the general publi		~	
		Any serie CSUs BA	us occurrence out of the ordinary course of operations involving a juvenile on the JGE caseload that (i) is likely to attract attention of the media or the general publi		~	
		Any serie CSUs BA	us occurrence out of the ordinary course of operations involving a juvenile on the JGE caseload that (i) is likely to attract attention of the media or the general publi		~	
		Any serie CSUs BA or fiil co	us occurrence out of the ordinary course of operations involving a juvenile on the SGE asselaed that (i) is likely to attract attention of the media or the general publi let result in litination.		<u>,</u>	
	Narrative	Any serie CSUs BA or fiil co	us occurrence out of the ordinary course of operations involving a juvenile on the SCE caseload that (i) is likely to attract attention of the media or the general public let result in litination.		<u>_</u>	

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.

	×
Please apply o next tab.	r cancel incident information before navigating to the
	(OK)

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.

Inciden	nt Reporting		-		×
acility:	Richmond City (CSU)	Fips: Richmond			
R ID:					
		🗅 Email 🔒 Notify DJJ Director 🗮 Print			
_		a, on all tabs, has been filled out prior to saving the incident.			
IR	Type Description Juvenile(s) Parties Involved Notifie				
		INCIDENT TYPE			
	Initial Incident Type				
	✓ Other			^	
-	Assault on Staff (by anyone)				
				~	
	💠 Add	Celete			
	Incident Type: Assault on Staff (by anyone)		v		
		, by any person on an employee, volunteer, or other	^		
	individual over whom the CSU	has supervisory authority at the CSU or during a CSU-relate	d 🚽		
	lactivity				
	Initial Event?	Apply Cancel			
		Approve / Lock this Incident			
		10			

c. Delete an Incident Type

- i. 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 <u>Warning</u> 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					- 0	×]	
Facility: Richmond City IR ID:	(CSU)	Fip	s: Richmond					
🗙 De			🔏 Notify DJJ Director	🗎 Print				
Incident	Juvenile(s)	Parties Notified	been filled out prior to s Access Log	aving the incident.				
Initial Incid		INCIDENT	-				Warning	
Othe Assau	er ult on Staff (by anyone)				^		Are you sure you want to delete the selected respectively.	cord?
Incident Type:		• Add 🛛 🛷 Edit Iyone)	X Delete		~		<u>Yes</u>	<u>4</u> 0
		al attack, by any person o the CSU has supervisory a			~			
Initial Event?		Apply	🔊 Cancel					
	Locked/	Approve / Lock t Approved By: This incid		ed.				

- 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 <u>Missing Initial Event</u> 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 – 🗆	🗆 X 🔯 Incident Reporting – 🗆 X
Facility: Norfolk (CSU) Fips: Norfolk	Facility: Norfolk (CSU) Fips: Norfolk
IR ID: X Delete Save Email Solity DJ Director	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.	Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.
IR Incident Description Juvenile(s) Parties Addendum Access Log	IR Incident Description Juvenile(s) Parties Notified Addendum Log
INCIDENT TYPE	INCIDENT TYPE
Initial Incident Type Assault on Juvenile (by anyone) Death Image: Specific S	Initial Incident Type Assault on Juvenile (by anyone)
Add Edit Delete Incident Type: Fire or other emergency at the unit A fire or supported fire at the CSU that requires the fire department to respond and provide accidence The user CANNOT delete the Initial Event Incident Type record, another Incident Type must be designated the Initial Event first.	Add Edit Delete Incident Type: Assault on Juvenile (by anyone) An unprovoked physical attack, by any person (including GSU staff, other juveniles, and any other individual) on a juvenile under supervision at the CSD or during a CSU-related activity. The user CANNOT delete the last remaining Incident Type record, add the new record first.
Initial Event?	Initial Event?
Approve / Lock this Incident Locked/Approved By: This incident has yet to be approved.	Approve / Lock this Incident Locked/Approved By: This incident has yet to be approved.
Missing Initial Event	the initial event record you must first select tial event.

The **Initial Event?** checkmark must be removed from an incident type record before an incident type record can be deleted.

OK

- 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.

Incident	t Reporting		>
cility:	Richmond City (CSU)	Fips: Richmond	
ID:			
	🗙 Delete	🔚 Save 🔷 Email 🔒 Notify DJJ Director 🚔 🛱	Print
		sure all applicable data, on all tabs, has been filled out prior to saving the i	ncident.
IR	Incident Type Description	Juvenile(s) Parties Addendum Access Involved Notified Log	
		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 – 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 <u>Role</u>, <u>Juvenile#</u>, <u>Name</u>, <u>DOB</u>, <u>Race</u>, <u>Genetic Sex</u>, <u>Probation Begin</u>, <u>Parole Begin</u>, and <u>Current Offense</u>.

≭ In	ciden	t Reporting									-		×
Faci IR II	1	Richmond	City (CSU)			Fi	ps: Richmo	nd					
			X Delete	🔚 Save		Email	🚨 Notify D	JJ Dire	ctor	🖨 Print			
			Please make s	ure all applic	ble data, c	n all tabs, ha	s been filled	out pri	or to savir	ng the incident.			
	IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	Access Log						_
						RRENTLY IN venile are no							
	Role	e	Juvenile#	Name			DOB	Race	Genetic Sex	Probation Begin	Parole Beg	in	
			0				01/01/0001						
	<				_			_				>	
				🕂 Add	👌 Vie	w Data	🌮 Edit		🗙 Dele	ete			
	Juv	enile Numb	er:	Name:					Role	e: None Selected	ł	~	
	DO	B:	Race:	Genetic	: Sex:	Probat	ion Begin:			Parole Begin:			
		rrent fense:											
					N	upply	🎝 Cancel						
				Locked/		oprove / Lock By: This inc			approved.				

a. Add Juvenile(s) Involved

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

🗼 Incident Reporting		– 🗆 X		
Facility: Richmond City (CSU)	Fips: Richmond			
IR ID:	Save 🚔 Email 🔒 Notify DJJ Director			
IR Incident Description	sure all applicable data, on all tabs, has been filled out prior to saving the incident. Juvenile(s) Parties Involved Addendum Addendum Log		🕎 Find Juvenile	×
	JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT (Details of each juvenile are not editable in the IR system)		Find Juvenile Direct Care Population Detention Population Search by Last Name	Use Wildcard
Role Juvenile#	Name DOB Race Genetic Sex Probation Begin 01/01/0001	Parole Begin	Auvenile Number Name Suffix DC Number First Name Intake Case Number	Include None Use Wildcard Use Atternative First Name Spellings
<	Add	>	Caseload Number Alias	DOB Age (Full or Partial)
Juvenile Number:	Name: Role: None Selected Genetic Sex: Probation Begin: Parole Begin:	~	ZIP Code	Phone (Home, Cell, or Work) ifes with Commitment(s) to the State Clear Al
Current Offense:			Show Last Results Find	Cancel
	Apply Cancel			
	Approve / Lock this Incident Locked/Approved By: This incident has yet to be approved.			

- Once the appropriate juvenile has been found and selected using the <u>Find Juvenile</u> 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 autopopulate.
- 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.

		-			_						
- C.	Richmor	nd City (CSU)			F	ips: Richmo	ond				
ID:		X a tra			a	2			Print .		
		🗙 Delete	Save		Email	🚨 Notify D					
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						VOLVED IN I t editable in					
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Juv	enile Num	ber:	Name: 🔛	10 M 10				Rol	e: None Selected	ł	v
DO	R: 1000	Ra	re: Genet	ic Sex: 🖻	Proba	tion Begin:			Parole Begin:		
Cur	rent iense:										
					Apply	Cancel					
·						this Inciden					

b. View Data for Juvenile's Involved

 (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 <u>IR – Juvenile</u> <u>Information</u> screen will appear.

ident Reporting	- 0	×		
ity: Richmond City (CSU) Fips: Richmond	IR - Juvenile Information		
): X Delete	🔚 Save 🔷 Email 🍰 Notify DJJ Director 🚔 Print	Juvenile #: Name:	and and	DOB: Has Alert(s) Juvenile Inf
Please m	Take sure all applicable data, on all tabs, has been filled out prior to saving the incident.	Race: Genetic Sex:	Parole Begin Date:	Probation Begin Date:
IR Incident Descript	tion Juvenile(s) Parties Addendum Access Log	Home Phone: Incident(s) Involved Intake Offense(s)		
	JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT (Details of each juvenile are not editable in the IR system)	IR ID Facility	IR Date	IR Types
Role Juven Subject None Selected	ile≢ Name DOB Race Genetic Sex Probation Begin Parole Begin	In the second se	ent baria (COCIU) and baria (COCIU)	Internet Auge Selegation of Ancient with Indeem Security Con- Network Control - Control - Antice Control - Control Network Anti- Control - Antice Control - Antice Control - Control Indeem Control - Control - Antice Control - Control Indeem Control - Control - Control - Control - Control Indeem Control - Control - Control - Control - Control Indeem Control - Control - Control - Control - Control - Control Indeem Control - Co
Juvenile Number:	Add View Data Fdit Delete Name: Role: None Selected	24 - of 260 key bare of the 24 - 0 - 2200 key bare of the set	ed inter-	Nor-Links - Section of address and the Description - General Real
DOB: Current Offense:	Race: Genetic Sex: Probation Begin: Parole Begin:			
	Apply Cancel		View Pri	int
	Approve / Lock this Incident Locked/Approved By: This incident has yet to be approved.			

- The <u>IR Juvenile Information</u> screen displays <u>Juvenile #, Name</u>, <u>DOB</u>, <u>Race</u>, <u>Genetic Sex</u>, <u>Parole Begin Date</u>, <u>Probation Begin Date</u>, <u>Home Phone</u>, and will indicate if the juvenile has alert(s).
 - a. Juvenile Info Button
 - i. From the <u>IR Juvenile Information</u> screen, (i) click the **Juvenile Info** button located in the upper right-hand side of the screen and the <u>Juvenile Information</u> screen will appear and display additional information for the juvenile. (ii) Click the **Close** button to exit the <u>Juvenile Information</u> screen and return to the <u>IR Juvenile Information</u> screen.
- **Befer to the <u>BADGE Juvenile & Adult Information Screens Manual</u> for instructions on using the <u>Juvenile Information</u> screen.**

ce: 🖬	Name: Barole Begi	n Date:	- X DOB: Has Alert(s) Juvenile Info Probation Begin Date:	Juvenile Information Juvenile Numer Juvenile Name Date of Birth Race / Ehnicty	No Image Available
IR ID	Facility	IR Date	IR Types	Resident of Genetic Sex	
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	View	📑 Pri	nt		
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- b. Incident(s) Involved Tab
 - i. The Incident(s) Involved tab displays <u>IR ID</u>, <u>Facility</u>, <u>IR Date</u>, and <u>IR Types</u> for each incident record. (i) Select a record from the list and the row will be highlighted in <u>blue</u>. (ii) Click the **View** button and the <u>Incident Reporting</u> 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 <u>IR Juvenile Information</u> screen.

BADGE Incident Reporting Manual

	🛊 Incident Reporting - 🗆 🗙
🗴 IR - Juvenile Information 🛛 — 🗆 X	Facility: IR ID record selected with View button on IR - Juvenile Information screen.
Juvenile #: Name: DOB: Has Alert(s) Juvenile Info Race: Genetic Sex: Parole Begin Date: Probation Begin Date:	X Delete Save Genail Construction Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.
Incident(s) Involved Intake Offense(s)	IR Type Description Juvenile(s) Parties Addendum PREA Corrective Action Log
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	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 <u>IR – Juvenile Information</u> screen.

R - Juvenile Infor	mation		- 🗆 X	<mark> 4 4 1 of 1</mark>	▶ H ← ⊗ ۞		
enile #:	Genetic Sex: Parole Begi	n Date:	DOB: Has Alert(s) Juvenile Info Probation Begin Date:		virginia i	Juvenile's	Of Juvenile Justice Incidents
ncident(s) Invol				Juvenile Numb	er: Name: I		DOB:
IR ID	Facility	IR Date	IR Types	Barolo	Begin Date:	Bro	bation Begin Date:
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- 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.

	Name:			DOB:		Juvenile Info
ce:	Genetic Sex:	Parole Begin [Date:	Probatio	n Begin Date:	
ome Phone: 📲	10 A.S. 100					
Incident(s) Inv	olvec Intake Offense(s)					
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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.

≭ In	ciden	t Reporting									-		×
Fac	ility:	Richmond	City (CSU)			Fi	ps: Richmo	nd					
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		>	Delete	Save 🔚		Email	🚨 Notify D	JJ Dire	tor	📑 Print			
			Please make s			n all tabs, ha	s been filled	out pri	or to savir	ng 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	2	Juvenile#	Name			DOB	Race	Genetic Sex	Probation Begin	Parole Be	gin	
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	DO	B:	Race:	I Genetic	Sex: 💷	Probat	ion Begin:			Parole Begin:			
		rent fense:	100 Ho. Land										
					A	apply	🎝 Cancel						
				Locked/		oprove / Lock By: This inc			approved				

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 <u>Warning</u> 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		– 🗆 X		
acility: Richmond City (CSU)	Fips: Richmond			
R ID: X Delete	🚔 Email 🔒 Notify DJJ Director 🗮 Print			
Please make sure all applica	ble data, on all tabs, has been filled out prior to saving the incid	lent.		
IR Incident Description Juvenile(s) Type	Parties Notified Addendum Log			
	ILE(S) CURRENTLY INVOLVED IN INCIDENT of each juvenile are not editable in the IR system)		P	
Role Juvenile# Name	DOB Race Genetic Sex Probation	Begin Parole Begin	Warning	
	Recent debuild in P	<u> </u>	Are you sure you wa	nt to delete the selected record
<		>		
Juvenile Number:	View Data Zelit Delete Role: None Si	elected v		<u>Yes</u> <u>N</u> o
DOB: DOB: Genetic	Sex: Probation Begin: Parole Be	gin:	<u> </u>	
Current Offense:				
	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: <u>Title Notified</u>, <u>Name</u>, <u>Reported By</u>, <u>Date Notified</u>, <u>(hh:mm am/pm)</u>, and <u>How Notified</u>.

C Incid	dent Reporting									-		×
	y: Richmond	City (CSU)			Fig	s: Richmo	nd					
IR ID:		Colete	Save 🔚		Email	🚴 Notify D.	II Director	Print 1				
	-							aving the incide	nt.			
	R Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	Access Log						
PARTIES NOTIFIED												
F	Title Notified		Name		Reported By	Dat	e Notified	(hh:mm am/p	om) H	How Notif	ied	
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					🕂 Add	X Delet	e					
	Additional Notification:											^
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				A	Approve / Lock	this Incident						
			Locked/	Approved	d By: This inci	dent has yet	to be appro	ved.				

a. Add Parties Notified

- (i) Click the Add button and a table will appear in the PARTIES NOTIFIED section of the tab. The <u>Title Notified</u> 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 <u>Title Notified</u> 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.
 - 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 (<u>Title Notified</u>, <u>Name</u>, <u>Reported By</u>, <u>Date Notified</u>, <u>(hh:mm am/pm)</u>, and <u>How Notified</u>).

🗰 Incident Reporting					- 0	×	🗼 In	ncident Re	porting							-	□ X
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P) ase make	sure all applicable data	, on all tabs, has been f	illed out prior to sa	ving the incident.						Please make s	ure all applic	able data,	on all tabs, has	been filled out prior to s	aving the incident.		
IR Incident Description	Juvenile(s) Parties		ess					IR Ir	ncident	Description	Juvenile(s)	Parties		Access			
Туре	Involved Notified		og			_			уре		Involved	Notified		Log			
	,	PARTIES NOTIFIED							1				PARTIES NOT	TELED			
Title Notified	Name	Reported By	Date Notified	(hh:mm am/pm)	How Notified			Title No	otified		Name		Reported By	Date Notified	(hh:mm am/pm)	How Notified	1
CSU Director						~											~
CSU Deputy Director																	_
Supervisor	Name 1	Name 2	06/12/2023	8:30 AM		~					-						
Parent/Legal Guardian																	
Other					Phone												
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Facility: Ch	aplin Youth Center	Group Home															
IK ID:	X Delete	Save	Email 🔒	Notify DJJ Director	Prir	int											
		sure all applicable data								ſ	Error				×		
	al de set	Juvenile(s) Parties		Access	o saving the inc	Liueni.											
	Type Description	Involved Notified		Log								Notified	l date must be	later than incident o	Ista		
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Notifica	ation:							~						OK			
			Approve / Lock this	Incident													

- The Add button will be greyed out and inaccessible after it is initially selected for CSU facility types but remains available for VJCCA 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
 - 1. 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 <u>Warning</u> 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.

		🗙 Delete	Save				fy DJJ Director	🛤 Print	
IR	Incider Type		Juvenile(s) Involved	able data, Parties Notified	on all tabs, has Addendum	Acc	ess	aving the incident.	
					PARTIES NO	TIFIED			
Tit	le Notified	ł	Name		Reported By		Date Notified	(hh:mm am/pm)	How Notified
			1						
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	ditional tification:								

Warning		×
?	Are you sure you want to delete the selected record?	
	<u>Yes</u> <u>N</u> o	

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: <u>Date Keyed</u>, <u>Keyed By</u>, and <u>Addendum</u>.

≭ Incident Reporting	-		×
Facility: Richmond City (CSU) Fips: Richmond			
IR ID: John an an John			
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Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.			
IR Incident Type Description Juvenile(s) Parties Addendum Access Log			
ADDENDA			
Date Keyed By Addendum			
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Add Fait Delete		~	
Enter Description ONLY (Use ctrl+V to paste)		~	
		\sim	
Apply 🧐 Cancel			
Approve / Lock this Incident			
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 <u>Addendum</u> column of the **ADDENDA** section.
- 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.

Incident Reporting		– 🗆 X	
acility: Richmond City (CSU)	Fips: Richmond		
	😑 Email 🔒 Notify DJJ Director 🗮 Pri		
X Delete Save			
	ole data, on all tabs, has been filled out prior to saving the inc Parties	ident.	
	Notified Addendum Log		
	ADDENDA		
Date Keyed Keyed By	Addendum		
	Add Information	<u> </u>	
			Incident Saved.
Enter Description ONLY (Use ctrl+V to paste) Add Information	💠 Add 🛛 🖋 Edit 📉 Delete	^	ОК
	Apply Cancel		
	Cancel		
	Approve / Lock this Incident		
Locked/A	pproved 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 <u>Date Keyed</u> and <u>Keyed By</u> 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	- 0	×
Facility: Richmond City (CSU) Fips: Richmond IR ID: Image: Save in the same i		
ADDENDA		
Date Keyed By Addendum	^	
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🕂 Add 🛛 🗡 Edit 📉 Delete		
_Enter Description ONLY Use ctrl-Y to patral Add Information	~ ~ >	
Apply Cancel		
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 <u>Addendum</u> column of the ADDENDA section; click the Save button to

populate a complete record (<u>Date Keyed</u>, <u>Keyed By</u>, and <u>Addendum</u>).

BADGE Incident Reporting Manual

	🛊 Incident Reporting – 🗆 🗙
	Facility: VJCCCA-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) Parties Notified Addendum Access Log
×	ADDENDA
	Date Keyed By Addendum
You must first save the addenda before adding another addenda.	Enter text and click apply to populate Addendum column. Click save to popula
OK	
See the notes above for these two images	Enter Description ONLY (Use ctrl+V to parte) Enter text and click apply to populate Addendum column. Click save to populate Date Keyed and Keyed By. The save button must be selected before an additional addendum record can be added using the Add button.
	Cancel
	Approve / Lock this Incident
	Locked/Approved By: This incident has yet to be approved.

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 <u>Addendum</u> 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 <u>Incident Reporting</u> 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 City (CSU) IR ID: Please make sure all applicable data on all fab Please make sure all applicable data on all fab IR Incident Description Jurenile(s) Parties Adden IR Incident Description Jurenile(s) Parties Adden Date Keyed Keyed By Addendum	dum Access Log	X Incident Saved.
Enter Description ONLY (Use ctrl + Y to pastel Add Information	Cancel	You must first save addenda changes before editing another addendum.
	Lock this Incident s 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.

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 <u>Warning</u> 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.

BADGE Manual

🗼 Incident Reporting		- 0	×	
Racility: Richmond City (CSU) IR ID: Please make IR Incident Description Date Keyed Keyed By	ADDENDA	e.		Warning
RECORDE Do 1 Mes	lat judorhivenadari	^		Are you sure you want to delete the selected record?
Ense: Description ONLY (Use Add Information	Ctrl-V to paste)	×		<u>Yes</u> <u>No</u>
	Approve / Lock this Incident Locked/Approved By: This incident has yet to be approved.			

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:		
🗙 Delete 🛛 🔚 Save 📄 Email 🔒 Notify DJJ Director 🗮 IPrint		
Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.		
IR Incident Description Juvenile(s) Parties Addendum Access Log		
ACCESS LOG		
Territor State State Per Print State Stat		 ~
Terrates Aver 52, 2003, 2014 Version in Avera Indexes		
Terrine Joy 10 200 (1974) Reading Section Section		
Samily, See 5, 1993 (1998) Standard & Social Street		
Sealing data in part of the line of the li		
		<u> </u>
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.

		Colete	Save Save			a Notify DJJ Director	Print 📄	
IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	been filled out prior to sa PREA Corrective Action	A	
		Date / Time: Date / Time:	Notesta.			3:12 PM 3:12 PM	(hh:mm am/pn	
	Reported Reported				Title:			
	Location	of Incident:						

- On the upper left corner of the <u>Incident Reporting</u> screen the facility the user has selected will be displayed, as demonstrated in the screen image displyed above.
- 1. IR Tab JDC
 - a. 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.
 - b. If the Save button at the top of the <u>Incident Reporting</u> screen is clicked an information screen will appear informing the user that an initiating incident must be selected on the <u>Incident Type</u> tab. Click the OK button to return to the <u>Incident Reporting</u> screen. Typically, the Save button is not selected until all tabs have been completed on the <u>Incident Reporting</u> screen.

	Richmond Detention						
IR ID:	X Delete	Save	🖨 Email	🔓 Notify DJJ Director	Print		
IR	Incident Description	Juvenile(s)	Parties Addaption	s been filled out prior to sav	Access	nt.	
Ľů	Туре	Involved	Notified Addendum	Thes conective Action	Log		
	Incident Date / Time:	Web-web-	we 14,000	3:12 PM	(hh:mm	am/pm)	
	Report Date / Time:	The second party in	ar 10,000	3:12 PM	(hh:mm	am/pm)	You must check one incident that initiated the report.
	Reported By:		Title:				
	Reported To:		Title:				ОК
			Approve / Lock	this Incident			

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

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.

🛊 Incident Reporting — 🗌	x
Facility: Richmond Detention	
IR ID:	🛊 Incident Reporting — 🗆 🗙
🗙 Delete 🛛 🔚 Save 🧰 Email 🔒 Notify DJJ Director 🗮 Print	Facility: Richmond Detention
Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.	IR ID:
IR Incident Type Description Juvenile(s) Parties Notified Addendum PREA Corrective Action Log	X Delete 🔜 Save 🔷 Email 🔒 Notify DJJ Director
INCIDENT TYPE	Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.
Initial Incident Type	IR Incident Type Description Involved 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	💠 Add 🛛 🎓 Edit 📉 Delete
Allegation of Resident-on-Resident Consensual Sexual Misconduct	Incident Type: Allegation of Resident-on-Resident Consensual Sexual Misconduct
Allegation of Resident-on-Resident Indecent Exposure	Any alleged consensual, sexual act by a resident of another resident including (i) contact
Allegation of Resident-on-Resident Sexual Contact	between the penis and the vagina or the anus; (ii) contact between the mouth and the
Allegation of Resident-on-Resident Sexual Harassment	Disposition:
Allegation of Staff-on-Resident Indecent Exposure	Disposition:
Initial Event? 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	Initial Event? Cancel
Allegation of Staff-on-Resident Voyeurism	
Allegation of resident-on-resident sexual act or penetration Attempted escape (does not inlude planning or talking about escape)	Approve / Lock this Incident
Attempted escape (does not inlude planning or talking about escape) Death - requires immediate notification to the Certification Unit (804)212-8803	Locked/Approved By: This incident has yet to be approved.
Escape - requires immediate notification to the Certification Unit (804)212-8803	k
Fight	
Fire - requires immediate notification to the Certification Unit (804)212-8803	

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.

- 1 C	Richmond	Detention								
IR ID:		Colete	Save		Email	🔓 Notify DJJ Director	🗐 Print			
		Please make s	sure all applic	able data, o		been filled out prior to sav	ing the incident.			
IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log			
					INCIDENT	ТҮРЕ			_	
	Initial	Incident Type								
								Ų		
			•	P Add	💅 Edit	X Delete		v	,	
	Incident T	VDE: Other		🕈 Add	💅 Edit	Delete			,	
	Incident T							•	,	
	Incident T	Any serie	ous occurren	ce out of the	e ordinary cou		likely to attract		,	
	Incident T	Any serie	ous occurren	ce out of the	e ordinary cou	urse of operations that (i) is	likely to attract	v	,	
	Incident T	Any serie	ous occurren	ce out of the	e ordinary cou	urse of operations that (i) is	likely to attract			
	Incident T Narrative	Any seri attention	ous occurren	ce out of the	e ordinary cou	urse of operations that (i) is	likely to attract			
		Any seri attention	ous occurren	ce out of the	e ordinary cou	urse of operations that (i) is	likely to attract			
		Any seri attention	ous occurren	ce out of the	e ordinary cou	urse of operations that (i) is	likely to attract	×		
		Any seri attention	ous occurren	ce out of the	e ordinary cou	urse of operations that (i) is	likely to attract	×		
		Any seriattention	ous occurren	ce out of the a or the ger	e ordinary cou	urse of operations that (i) is	likely to attract	· · · · · · · · · · · · · · · · · · ·		

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.

cility:	Richmond I	Detention							
ID:									
	×	Delete	Save 🔚	<u></u>	Email	🔓 Notify DJJ Director	🛢 Print		
		Please make s	sure all applic	able data, o	n all tabs, has	s been filled out prior to sav	ing the incident.		
IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log		
					INCIDENT	ТҮРЕ			_
	Initial I	ncident Type							
									~
								,	
			4	Add	📌 Edit	t X Delete			~
		1							
	Incident Ty	rpe: Allegati				t Delete		v	~
	Incident Ty		on of Residen	t-on-Reside	ent Consensua	al Sexual Misconduct	ding (i) contact		~
	Incident Ty	Any alleg	on of Residen ged consensu	it-on-Reside	ent Consensua ct by a residen	al Sexual Misconduct nt of another resident includ		•	~
	Incident Ty	Any alleg between	on of Residen ged consensu i the penis an	it-on-Reside al, sexual ac d the vagini	ent Consensua ct by a residen a or the anus;	al Sexual Misconduct nt of another resident includ (ii) contact between the mo	outh and the		~
		Any alleg between	on of Residen ged consensu i the penis an	it-on-Reside al, sexual ac d the vagini	ent Consensua ct by a residen a or the anus;	al Sexual Misconduct nt of another resident includ	outh and the		~
	Incident Ty Disposition:	Any alleg between	on of Residen ged consensu i the penis an	it-on-Reside al, sexual ac d the vagini	ent Consensua ct by a residen a or the anus;	al Sexual Misconduct nt of another resident includ (ii) contact between the mo	outh and the		~
		Any alleg between	on of Residen ged consensu i the penis an	it-on-Reside al, sexual ac d the vagini	ent Consensua ct by a residen a or the anus;	al Sexual Misconduct nt of another resident includ (ii) contact between the mo	outh and the		~
		Any alleg between	on of Residen ged consensu i the penis an	it-on-Reside al, sexual ac d the vagini	ent Consensua ct by a residen a or the anus;	al Sexual Misconduct nt of another resident includ (ii) contact between the mo	outh and the		~
		Any alleg between	on of Residen ged consensu i the penis an	it-on-Reside al, sexual ac d the vagini	ent Consensua ct by a residen a or the anus;	al Sexual Misconduct nt of another resident includ (ii) contact between the mo	outh and the		~
		Any alleg between	on of Residen ged consensu i the penis an	it-on-Reside al, sexual ac d the vagini	ent Consensua ct by a residen a or the anus;	al Sexual Misconduct nt of another resident includ (ii) contact between the mo	outh and the		7
		Any alleg between	on of Residen ged consensu i the penis an	it-on-Reside al, sexual ac d the vagini	ent Consensua ct by a residen a or the anus;	al Sexual Misconduct nt of another resident includ (ii) contact between the mo	outh and the		~
	Disposition	Any alleg between penis va	on of Residen ged consensu i the penis an	it-on-Reside al, sexual ac d the vagina or (iii) peo	ent Consensua ct by a residen a or the anus; etration of the v	al Sexual Misconduct nt of another resident inclu (ii) contact between the me e anal or cenital onening of	outh and the		~
		Any alleg between penis va	on of Residen ged consensu i the penis an	it-on-Reside al, sexual ac d the vagina or (iii) peo	ent Consensua ct by a residen a or the anus;	al Sexual Misconduct nt of another resident includ (ii) contact between the mo	outh and the		~
	Disposition	Any alleg between penis va	on of Residen ged consensu i the penis an	it-on-Reside al, sexual ac d the vagina or (iii) peo	ent Consensua ct by a residen a or the anus; etration of the v	al Sexual Misconduct nt of another resident inclu (ii) contact between the me e anal or cenital onening of	outh and the		~
	Disposition	Any alleg between penis va	on of Residen ged consensu i the penis an	t-on-Reside al, sexual ac d the vagin or (iii) cen	ent Consensua t by a residen a or the anus; stration of the v	al Sexual Misconduct Int of another resident include (iii) contact between the mis- e anal oc central opening of Cancel	outh and the		~
	Disposition	Any alleg between penis va	on of Residen ged consensu i the penis an	t-on-Reside al, sexual ac d the vagin or (iii) cen	ent Consensua ct by a residen a or the anus; etration of the v	al Sexual Misconduct Int of another resident include (iii) contact between the mis- e anal oc central opening of Cancel	outh and the		~

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.

	X
You must check one incident that initiated the report.	
OK)

- 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.

		K Delete	Save 🔚		Email	🔏 Notify DJJ Director	Print .		
R	Incident Type	Description	Juvenile(s)	Parties Notified	Addendum	been filled out prior to sav PREA Corrective Action	Access Log		
	1 .///		moned	riouned	INCIDENT	тург			
	Incident 1	Type: Other		🕈 Add	💅 Edit	Delete			~
	Incident 1	Any seri	ous occurren	ce out of the	e ordinary cou	X Delete rse of operations that (i) is (ii) could result in litigation	likely to attract	×1	~
	Incident 1	Any seri attentio	ous occurren	ce out of the	e ordinary cou	rse of operations that (i) is	likely to attract	×]	<u></u>

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.

Please apply or cancel incident information before n next tab.	imes) avigating to the
	ОК

b. Edit an Incident Type

- (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.

Please make sure		on all tabs, has been	lotify DJJ Director filled out prior to sav EA Corrective Action	ing the incident. Access Log		
ident Description Ju ype Initial Incident Type	venile(s) Parties	Addendum PR	EA Corrective Action	Access		
Initial Incident Type	volved Notified			Log		
		INCIDENT TYPE	F			
			-			
✓ Other						
					\sim	
Fight						
					\sim	
	🕂 Add	🛷 Edit	× Delete			
ident Type: Fight					~	
					^	
staff on or o	if site. The treatmen	t provided or condit	tion diagnosed causes	significant		
nitial Event?		Apply 🧳	Cancel			
	A physical al nature that it	A physical altercation between t nature that it requires immediat	ident Type: Fight A physical altercation between two (2) or more resid nature that it requires immediate medical treatment	ident Type: Fight A physical altercation between two (2) or more residents that results in an nature that it requires immediate medical treatment (excluding basic first	ident 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	ident 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

c. Delete an Incident Type

- i. 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 <u>Warning</u> 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 Rep								-		×		
Facility: Ricl IR ID:	X Del	ete	Save			Notify DJJ Director	Print ving the incid					
	cident Type De		Juvenile(s) Involved	Parties Notified	Addendum		Access Log				2	
	Initial Incide	Juvenile-on-juver	on-juvenile a voked physi (excluding	cal attack re basic first a	id) from media	injury that requires immed cal staff on-site or off-site. cant discussion to the norm	The treatmen		× ×		Warning	Are you sure you want to delete the selected record
	Initial Event?				Apply	Cancel						
			Locked,		pprove / Lock By: This incid	this Incident dent has yet to be approve	:d.					

- 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 <u>Missing Initial Event</u> 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 - 🗆 🗙	🛊 Incident Reporting - 🗆 X
Facility: Richmond Detention	Facility: Richmond Detention
IR ID:	IR ID:
Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.	Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.
IR Incident Description Juvenile(s) Parties Addendum PREA Corrective Action Access Log	IR Incident Juvenle(s) Parties Addendum PREA Corrective Action Access Log
INCIDENT TYPE	INCIDENT TYPE
Initial Incident Type	Initial Incident Type
□ Juvenile-on-juvenile assault □ Fight	
Add Zedit Delete	∲ Add
Incident Type: Fight	Incident Type: Fight
A physical altercation between two (2) or more residents that results in an injury of such a	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
nature that it requires immediate medical treatment (excluding basic first aid) from medical values staff on or off site. The treatment occurided or condition diagonized causes significant	staff on or off site. The treatment provided or condition diagnosed causes significant
The user CANNOT delete the Initial Event Incident Type record,	The user CANNOT delete the last remaining Incident Type
another Incident Type must be designated the Initial Event first.	record, add the new record first.
Initial Event?	Initial Event?
Approve / Lock this Incident	Approve / Lock this Incident
Locked/Approved By: This incident has yet to be approved.	Locked/Approved By: This incident has yet to be approved.
Missing Initial Event To remove the initial event another initial event.	crecord you must first select

- 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.

R ID:						
	🗙 Delete	Save 🧧	Email 🛛 🔓 Notify DJJ Director	🛢 Print		
			on all tabs, has been filled out prior to sav		nt.	
IR	Incident Type Description	Juvenile(s) Parties Involved Notified	Addendum PREA Corrective Action	Access Log		
		_	INCIDENT DESCRIPTION		(Use CTRL+V to pa	iste)
		Detail the who, wha	t, when, where, why and how of the incide	ent.		

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 <u>Role</u>, <u>Juvenile#</u>, <u>Name</u>, <u>DOB</u>, <u>Race</u>, <u>Genetic Sex</u>, <u>Probation Begin</u>, and <u>Parole Begin</u>.

		Save Save	L 🔒	Email	🚨 Notify 🛙)JJ Dire	tor	🛤 Print		
	Please make	sure all applic	able data, c	on all tabs, ha	s been filled	out pri	or to savi	ng the incident.		
IR Inciden Type	t Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Co	rrective	Action	Access Log		
				RRENTLY IN						
Role	Juvenile#	Name	s or each ja		DOB	Race	Genetic Sex	Probation Begin	Parole Begi	n
c		🕂 Add	Vie	ew Data	📌 Edit		× Del	ete		>
<	ıber	Add Name:	Vie	ew Data	🌾 Edit		X Del	_	1	>
		Name:			-			e: None Selected	4	>
DOB:	nber:	Name:			🃌 Edit tion Begin: 🗌			_	3	>
DOB:		Name:			-			e: None Selected	3	>

a. Add Juvenile(s) Involved

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

🛊 Incident Reporting – 🗆 X	
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.	🐺 Find Juvenile X
IR Incident Type Description Description Involved Notified Addendum PREA Corrective Action Access Log	Find Juvenile X
JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT (Details of each juvenile are not editable in the IR system)	Search by Last Name Use Wildcard
Role Juvenile≠ Name DOB Race Genetic Sex Probation Begin Parole Begin	O Juvenile Number Name Suffix ☐ Include None ∨
Sex -	O DC Number First Name Use Wildcard
	Include Alternative First Name Spellings
	Caseload Number Alias SSN
🕂 Add 🛛 🖉 View Data 📝 Edit 🗙 Delete	Advance Search DOB / Age DOB O Age
	Previous Selections Street Address (Full or Partial)
Juvenile Number: Name: Role: None Selected v DOB: Race: Genetic Sec: Probation Begin: Parole Begin:	Juvenile Number Find Juveniles with Commitment(s) to the State Clear All
Current Offense:	Show Last Results Find Cancel
🖉 Apply 🧳 Cancel	
Approve / Lock this Incident	
Locked/Approved By: This incident has yet to be approved.	

- Once the appropriate juvenile has been found and selected using the <u>Find Juvenile</u> 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 autopopulate.
- 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.

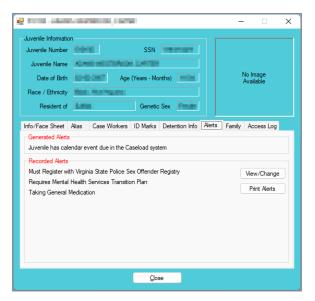
		K Delete	Save 🔚	<u></u>	Email	🚨 Notify 🛛)JJ Dire	ctor	📳 Print	
		Please make :	sure all applic	able data, c	on all tabs, ha	s been filled	out pri	or to savi	ng the incident.	
IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Co	rrective	Action	Access Log	
					RRENTLY IN					
Role	2	Juvenile#	Name			DOB	Race	Genetic	Probation Beg	in Parole Begin
	-	Juvenine						Sex		
< luna	-		4 Add		ew Data	📌 Edit		X Del		ted
	enile Numb	er: Dilmiti	Add		100.04	1			e: None Selec	ted
DO Cur	enile Numb	er:	Add	ic Sex:	100.04	tion Begin:		X Del	e: None Selec None Selec Perpetrator Subject	ted

- 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 <u>IR – Juvenile</u> <u>Information</u> screen will appear.

🛊 Incident Reporting - 🗆 🗙	
Facility: Richmond Detention	🗰 IR - Juvenile Information — 🗆 🗙
K Delete Construction Const	Juvenile #: Name: DOB: Has Alert(a Juvenile Info Race: Genetic Sec: Parole Begin Date: Probation Begin Date:
IR Incident Description Juvenile(s) Parties Addendum PREA Corrective Action Access Involved Notified Notified Description	Home Phone: Fride Offense(s)
JUVENILE(5) CURRENTLY INVOLVED IN INCIDENT (Details of each iuvenile are not editable in the IR system)	IR ID Facility IR Date IR Types
Role Juvenile# Name DOB Race Genetic Probation Begin Parole Begin Image: Sex	District Office (Control Control Control District Office (Control Control Cont
Apply Cancel	🔁 View
Approve / Lock this Incident Locked/Approved By: This incident has yet to be approved.	

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

Prefer to the BADGE Juvenile & Adult Information Screens Manual for instructions on using the Juvenile Information screen.



- b. Incident(s) Involved Tab
 - i. The Incident(s) Involved tab displays <u>IR ID</u>, <u>Facility</u>, <u>IR Date</u>, and <u>IR Types</u> for each incident record. (i) Select a record from the list and the row will be highlighted in <u>blue</u>. (ii) Click the **View** button and the <u>Incident Reporting</u> 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 <u>IR Juvenile Information</u> 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 <u>IR Juvenile Information</u> screen.

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BADGE Incident Reporting Manual

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Facility: Richmond Detention IR ID: X Delete Save Chanil & Notify DJJ Director EPrint	Virginia Department Of Juvenile Justice Juvenile's Incidents
Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident. Incident Description Juvenile(s) Parties Addendum PREA Corrective Action Access Type Description Involved Notified Addendum PREA Corrective Action Log	Juvenile Number: Name: DOB: DOB: DOB: DOB: DOB: DOB: DOB: DOB
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Approve / Lock this Incident	2010 - Britslands William Britsland State
Locked/Approved By: This incident has yet to be approved.	
	Total Incidents: 7

- c. Intake Offense(s) Tab
 - The Intake Offense(s) tab displays a list of the juvenile's intake offenses by <u>Offense</u> <u>Date</u>, <u>Offense Description</u>, <u>Adjudication Date</u>, <u>Adjudication</u>, <u>Amend Date</u>, and <u>Amend</u> <u>Description</u>. 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 <u>IR –</u> <u>Juvenile Information</u> screen.

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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.

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		Please make s	sure all applic	able data, c	on all tabs, ha	s been filled	out pri	or to savir	ng the incident.	
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Juvenile DOB:	e Number:	Race:	Name:					_	_	1
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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 <u>Warning</u> 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 – 🗆 X	
Facility: Richmond Detention	
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Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.	
IR Incident Type Description Juvenile(s) Parties Addendum PREA Corrective Action Log	
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Role Juvenile# Name DOB Race Genetic Probation Begin Parole Begin	Warning ×
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c	Are you sure you want to delete the selected record?
🕀 Add 🔯 View Data 📝 Edit 🔀 Delete	Yes
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DOB: Carles Race: Carles Genetic Sex: Probation Begin: Parole Begin:	
Current Offense:	
Apply 🥑 Cancel	
Approve / Lock this Incident	
Locked/Approved By: This incident has yet to be approved.	

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: <u>Title Notified</u>, <u>Name</u>, <u>Reported By</u>, <u>Date Notified</u>, (<u>hh:mm am/pm</u>), and <u>How Notified</u>.

	>	Colete	Save Save		Notify DJJ Director	🛢 Print		
IR	Incident Type	Please make s	Juvenile(s) Pari Involved Noti		n filled out prior to sa	ving the incident. Access Log		
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	ie ryouneu							
					× Delete			

a. Add Parties Notified

- (i) Click the Add button and a table will appear in the PARTIES NOTIFIED section of the tab. The <u>Title Notified</u> 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 (<u>Title</u> <u>Notified</u>, <u>Name</u>, <u>Reported By</u>, <u>Date Notified</u>, (<u>hh:mm am/pm</u>), and <u>How Notified</u>).

X Delete Please make	Save Save		Notify DJJ Director been filled out prior to sa	Print Iving the incident.			
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Parent/Legal Guardian					^		
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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: <u>Date Keyed</u>, Keyed By, and Addendum.

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						Apply	Cancel				
	Approve / Lock this Incident										
				Locked/	Approved	By: This inci	dent has yet to be appro	wed.			

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 <u>Addendum</u> column of the **ADDENDA** section.

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Richmond	Detention								
>	Delete	Save 🔚		Email	🚨 Notify DJJ Director	🗐 Print			
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- 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 <u>Date Keyed</u> and <u>Keyed By</u> 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 – 🗆 X	
Facility: Richmond Detention	
IR ID:	
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Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.	
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ADDENDA	
Date Keyed Keyed By Addendum 06/15/2023 Eric J. Reinick Enter Text	×
	Incident Saved.
Add Enter Description ONLY (Use cirl+V to paste) Enter Description ONLY (Use cirl+V to paste)	OK
Enter Text	
Apply Cancel	
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 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 <u>Addendum</u> column of the ADDENDA section; click the Save button to populate a complete record (<u>Date Keyed</u>, <u>Keyed By</u>, and <u>Addendum</u>).

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	Facility: Richmond Detention						
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	Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.						
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tod mast mist save the addenda before adding another addenda.	Click save to populate Date Keyed and Keyed By. Enter text and click apply to j						
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See the notes above for these two	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.						
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	Apply 🧐 Cancel						
	Approve / Lock this Incident						

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 <u>Addendum</u> 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 <u>Incident Reporting</u> screen, *IR* tab. To continue working on the *Addendum* tab, the user will be required to (iii) select the *Addendum* tab again.

BADGE Manual

🛊 Incident Reporting - 🗆 X	
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Add Finter Description ONLY (Use ctri-V to parts) Click save to populate Date Keyed and Keyed By. Enter text and click apply to populate Addendum column.	You must first save addenda changes before editing another addendum.
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 <u>Warning</u> 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.

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Facility: Richmond Detention	
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Add Click save to populate Date Keyed and Keyed By. Enter text and click apply to populate Addendum column.	Yes No
Apply 9 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: <u>Date Keyed</u>, <u>Keyed By</u>, <u>Date Initiated</u>, and <u>Corrective Action Type</u>.

		Delete Sa	ave 🕒 Email 🔒 Notify DJJ Director 🗮 Print		
			applicable data, on all tabs, has been filled out prior to saving the incident.		
IR	Incident Type	Description Juvenil Involv	le(s) Parties Addapdum BREA Corrective Action Access		
			PREA Corrective Action		
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	Date Initiated	Select a date 15	Add Fedit Delete	v	~
		Select a date 15 n ONLY (Use ctrl+V to past	Corrective Action Type:	v	~
			Corrective Action Type:	v	~ ~

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.

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Please make sure all applicable data, on all tabs, has been filled out prior to saving the incide	nt.		
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Add Edit Delete Date Initiated: Select a date Select Select	~		
Enter Description ONLY (Use ctrl+V to paste)			
Immediate Action Taken PREA Corrective Action			
PREA Corrective Action			
Apply Cancel			-1
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 <u>Date Initiated</u>, <u>Corrective Action Type</u>, and the **Save** button will become accessible.

		Colete	Save		Email	a Notify DJJ Director	E Print		
						as been filled out prior to sav			
IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum		Access Log		
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- (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 <u>Incident Reporting</u> 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 <u>Date Keyed</u> and <u>Keyed By</u> 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.

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Faci	lity: Ric	hmond [Detention											
IR I			Delete Please make	lunionilo(c)			has bee	Notify DJJ Director		ncident.				
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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 <u>Date Initiated</u> and <u>Corrective Action Type</u> columns of the PREA Corrective Action section; click the Save button to populate a complete record (<u>Date Keyed</u>, <u>Keyed By</u>, <u>Date Initiated</u> and <u>Corrective Action Type</u>).

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	🛊 Incident Reporting —		×
	Facility: Richmond Detention		
	IR ID: INTERNET		
	🗙 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) Parties Addendum PREA Corrective Action Access		_
	PREA Corrective Action		
×	Date Keyed By Date Initiated Corrective Action Type		
	PREA Corrective Action	^	
You must first save the corrective action before adding another corrective action.		~	
OK	Date Initiated:		
	Add Text Clicking the Apply button only partially populates the PREA Corrective Action table. Click the Save button to complete the record.	< >	
	Cancel		
	Approve / Lock this Incident Locked/Approved By: This incident has yet to be approved.		

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.
 - (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 <u>Incident Reporting</u> 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.

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Facility: Richmond Detention IR ID: 			
PREA Corrective Action			
Date Keyed Keyed By Date Initiated Corrective Action Type Immediate Action Taken Immediate Action Taken IMEAC Corrective Action IMEAC IMEA	^		> ×
			Incident Saved.
Date Initiated: IS Corrective Action Type: Immediate Action Taken	Ŷ		ОК
Enter Decription ONLY (Use ctri+V to paste) Add Text	~ ~		
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 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.

You must first save corrective action changes before e PREA corrective action.	diting another
	OK

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 <u>Warning</u> 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	- 🗆 X
Facility: Richmond Detention IR ID:	
X Delete Save Email Notify DJJ Director Implicit Implication Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident. Incident Juvenile(s) Parties Addendum PREA Corrective Action Access	
IN Type Description Involved Notified Addenaum Price Corrective Action Log PREA Corrective Action	
Date Keyed Keyed By Date Initiated Corrective Action Type Immediate Action Taken PREA Corrective Action	Warning
	Are you sure you want to delete the selected record?
Add Fair Delete Date Initiated: IS Corrective Action Type: Immediate Action Taken	<u></u>
_Enter Description CPNLY (Live cut = V to paste) Add Text	
Cancel	
Approve / Lock this Incident	
Locked/Approved By: This incident has yet to be approved.	

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.

		Delete	Save Save		Email	a Notify DJJ Director	E Print	
		Please make			in all tabs, has	been filled out prior to sav		
IR	Incident Type	Description	Juvenile(s) Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log	
					ACCESS LO)G	-	
					ACCESS EC			
	ing them the			Read I	No. And Add			
	ing the state		4	Modified	N 1918	10 C		
	in the R	Modified Read Read						
			-	Read	1.000			
				Read 📗				
				Read 🏣	to I. Marsh			
				Read 🔚	No. Alexandria			
				Read				
				Read				
				Read				
				Read II				
				Read II II	11.1.1.1.1.1.1.1			
			,	Read I				
				Read L	ter næst			
			-	Read L				
			-	Read	tet herb			

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 <u>Incident Reporting</u> 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 <u>Incident</u> <u>Reporting</u> screen will display the following tabs: (1) *IR*, (2) *Incident Type*, (3) *Description*, (4) *Juvenile*(s)

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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 <u>Incident Reporting</u> 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.

🛊 Incident Reporting – 🗆 🗙	🛊 Incident Reporting – 🗆 🗙
Facility: CAP (Central Admission and Placement unit) IR ID: X Delete Save Email Solity DJJ Director Print	Facility: Bon Ale <mark>Juvenile Correctional Center</mark> IR ID: X Delete Save Email Shotify DJJ Director Print
Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.	Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.
IR Incident Description Juvenile(s) Parties Addendum PREA Corrective Action Access Log	IR Incident Type Description Juvenile(s) Involved Staff Involved Parties Addendum PREA Corrective Action Access Log
8 Tabs available for the CAP Unit	9 Tabs available for JCC
IIR #:	IIR #:
Activity: Vulti Incidents Reported: Ves O No	Activity: 🛛 Multi Incidents Reported: 💿 Yes 🔿 No
Incident Date / Time: 15 (hh:mm am/pm)	Incident Date / Time: Incident
Report Date / Time: (hh:mm am/pm)	Report Date / Time: It is in the It is in th
Reported By: Title:	Reported By: Title:
Reported To: Ralph Thomas Title: Deputy Director *	Reported To: Ralph Thomas Title: Deputy Director V
Verified By: Title:	Verified By: Title: Verified By:
Location of Incident:	Location of Incident:
Approve / Lock this Incident	Approve / Lock this Incident
Locked/Approved By: This incident has yet to be approved.	Locked/Approved By: This incident has yet to be approved.

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

1. IR Tab – CAP and JCC

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

×

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	×	Delete	Save 🔚		mail	🚨 Notify D.	U Director	🛢 Prin		
_		Please make :				as been filled o	out prior to s	ving the inci		
IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corr	ctive Action	Access Log	
	IIR #:								7	
					~	1		: • Yes		
	ctivity:					Multi Incla	ents Reporte	_		
	Incident Da	te / Time:	Parks 14	10) Dort		15		(hh:mr	i am/pm)	
	Report Da	ite / Time:	Statistics and	10) EST		15		(hh:mr	i am/pm)	
	Reported B	y:			Title:				~	
	Reported T	D: Ralph Ti	nomas		Title: [Deputy Director	r		~	
	Verified B	y:			Title:				~	
		Incident:							v	

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.

Incident Reporting − □ ×	🔆 Incident Reporting - 🗆 🗙
Facility: Bon Air Juvenile Correctional Center	Facility: Bon Air Juvenile Correctional Center
IR ID:	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.	Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.
IR Incident Type Description Juvenile(s) Staff Parties Notified Notified Addendum PREA Corrective Action Access Log	Incident Type Description Juvenile(s) Involved Staff Involved Parties Notified Addendum PREA Corrective Action Access Log
INCIDENT TYPE	INCIDENT TYPE
Initial Incident Type	Initial Incident Type
Incident Type:	Add Cette Incident Type: Critical Level I - Allegation of resident-on-resident sexual act or penetration Any alleged nonconsensual 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 servers are units and the vagina or the anus; (ii) contact between the mouth and the servers are units and the vagina or the anus; (iii) contact between the mouth and the servers are units are units are units are units and the vagina or the anus; (ii) contact between the mouth and the servers are units are units are units are units are units and the vagina or the anus; (iii) contact between the mouth and the servers are units are
PREA-Related Incident? O Ves O No	Disposition:
Initial Event?	Unfounded Initial Ever Under Investigation
Approve / Lock this Incident Locked/Approved By This incident has yet to be approved.	Approve / Lock this Incident Locked/Approved By: This incident has yet to be approved.

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.

		X Delete	Save		Email	🚨 Notify DJ	J Director	Print	
				able data, o	n all tabs, hi		ut prior to saving the	incident.	
IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Act	ion Access Log	
					INCIDEN	IT TYPE			
	Initial	Incident Type Non-Critical - F	ight (2 reside	nts, no serio	ous injury, re	quiring use of	force)		^
									~
			4	Add	💎 Ed	lit 🛛 🗙	Delete		
	Incident					njury, requiring			~
						by physical or It in a serious i	verbal cues) between njury.	two residents	
						PREA-Relate	ed Incident? O Yes	● No	

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.

Please apply or cancel incident information before r next tab.	×
	ОК

b. Edit an Incident Type

- (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.

acility:	Bon Air Juv	venile Correcti	onal Center						
R ID:		Delete	Save		Email	🔓 Notify DJ	J Director		
							ut prior to saving the incide	nt.	
IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log	
					INCIDEN	ІТ ТҮРЕ			
		Incident Type Non-Critical - F Non-Critical - R					force)		
	Incident T	vpe: Non-Cri	tical - Reside	Add	ent assault (Delete		
							esulting in no injury.		
						PREA-Relati	ed Incident? 🔿 Yes 🔿 No		
	✓ Initial Ev	ent?			Apply	Cancel			
				A	oprove / Loc	k this Incident			

c. Delete an Incident Type

- i. 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 <u>Warning</u> 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	t Reporting						-		×			
Facility: IR ID: IR	Incident	ete La ase make sure a	Save	f Parties	as been filled o	U Director EPrint out prior to saving the incid PREA Corrective Action						
		al Level I - Figh	nt (serious injury ntraband - Secu		NT TYPE			^		Warning	Are you sure you	want to delete the selected record?
	Incident Type:	A provoked p		on (provoked b	y physical or ve	Delete rbal cues) between two (2)		>				<u>Yes</u> <u>N</u> o
					dical staff on-s	it requires immediate med ite or off-site. The treatment ed Incident? () Yes () N	* *					
	Initial Event?			Apply	🔊 Cancel]						
			Locked/Appro		k this Incident	to be approved.						

- 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 <u>Missing Initial Event</u> 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.

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🛊 Incident Reporting – 🗆 🗙	🛊 Incident Reporting — 🗌
Facility: Bon Air Juvenile Correctional Center IR ID: Delete Save Email To Difference Print Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.	Facility: Bon Air Juvenile Correctional Center IR ID:
IR Incident Description Juvenile(s) Staff Parties Addendum PREA Corrective Action Access Log	IR Incident Type Description Juvenile(s) Staff Involved Involved Notified Addendum PREA Corrective Action Log
INCIDENT TYPE Initial Incident Type Critical Level I - Fight (serious injury) Critical Level II - Contraband - Security Critical Level II - Contraband - Security Unauthorized tem found in, on, or around DJI grounds or confiscated from a staff, resident, visitor, or other individual over whom the facility has supervisory authority that has the constantial In theiratent has execurity. The supervisory authority that has the constantial In theiratent has execurity. The supervisory authority that has the constantial In theiratent has execurity. The facility. For the nucleon of this morecure there The user CANNOT delete the Initial Event Incident Type record, another Incident Type must be designated the Initial Event first.	INCIDENT TYPE Initial Incident Type Critical Level II - Contraband - Security Incident Type: Critical Level II - Contraband - Security Unauthorized Item found in, on, or around DU grounds or confiscated from a staff, resident, visitor, or other individual over whom the facility has supervisely authority that has the The user CANNOT delete the last remaining Incident Type record, add the new record first.
☑ Initial Event? ☑ Apply ☑ Cancel	☐ Initial Event? ☑ Apply ♥ Cancel
Approve / Lock this Incident Locked/Approved By: This incident has yet to be approved.	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.
 - 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 <u>Missing</u> <u>Value</u> information screen will appear and instruct the user to update the field before proceeding.

🛊 Incident Reporting - 🗆 X	🜟 Incident Reporting - 🗆 X
Facility: Bon Air Juvenile Correctional Center	Facility: Bon Air Juvenile Correctional Center
IR ID:	IR ID: INTEL IN AN ANALY
🗙 Delete 🛛 🔚 Save 🖆 Email 🔒 Notify DJJ Director 🗮 Print	🗙 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.	Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.
IR Incident Description Juvenile(s) Staff Parties Addendum PREA Corrective Action Access Log	Incident Type Description Juvenile(s) Involved Staff Involved Parties Notified Addendum PREA Corrective Action Access Log
INCIDENT TYPE	INCIDENT TYPE
Initial Incident Type	Initial Incident Type
Non-Critical - Resident-on-resident assault (no injury)	Non-Critical - Resident-on-resident assault (no injury)
Non-Critical - Fight (2 residents, no serious injury, requiring use of force)	Non-Critical - Fight (2 residents, no serious injury, requiring use of force)
Critical Level I - Allegation against staff (referred) - not involving abuse	Critical Level I - Allegation against staff (referred) - not involving abuse
💠 Add 🛛 🧭 Edit 📉 Delete	💠 Add 🛛 🖋 Edit 📉 Delete
Incident Type: Non-Critical - Resident-on-resident assault (no injury) *	Incident Type: Non-Critical - Resident-on-resident assault (no injury) *
An unprovoked physical attack on a resident by a resident resulting in no injury.	An unprovoked physical attack on a resident by a resident resulting in no injury.
PREA-Related Incident? O Yes O No	PREA-Related Incident? O Yes O No
* Does this allegation/incident meet the PREA definition? I (1995) No	* Does this allegation/incident meet the PREA definition? O Yes
Initial Event? Apply To be completed by PREA Unit	* Comment initial Event? Apply Cancel To be completed by PREA Unit
Approve / Lock this Incident	Approve / Lock this Incident
Locked/Approved By: This incident has yet to be approved.	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.

ID:	Maria		A			_		
	X Delete		🙆 Email	🔓 Notify DJ.	J Director Print			
IR Incide Type	nt Description	Juvenile(s) Staff nvolved Involve	Parties	Addendum	PREA Corrective Action	Access Log		
			INCIDENT DI	ESCRIPTION		(Use CTRL	+V to paste	:)
		Detail the who, w	hat, when, whe	re, why and how	w of the incident.			

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 <u>Role</u>, <u>Juvenile#</u>, <u>Name</u>, <u>DOB</u>, <u>Race</u>, <u>Genetic Sex</u>, <u>Class Level</u>, <u>Commit Court</u>, and <u>Committing Offense(s)</u>.

3	K Delete	Save 🔚		Email	🚨 Notify DJ			Print		
IR Incident Type	Please make : Description	Juvenile(s)	ble data, o Staff Involved	n all tabs, he Parties Notified	Addendum		r to saving the Corrective A	Action	cess .og	
					IVOLVED IN II ot editable in t					
Role	Juvenile#	Name			DOB	_	Genetic Sex	Class Level	Comr	mit Court
	Į	🕂 Add	🛕 Vie	w Data	🌮 Edit		🗙 Delete			
Juvenile Numb	er:	Name:					Role:	None Selecte	ed	v
DOB:	Race:	Genetic	Sex:		Class I	evel:	Commi	ting Court		
Committing										

a. Add Juvenile(s) Involved

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

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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 Description Juvenile(s) Staff Parties Addendum PREA Corrective Action Access Log	Find Juvenile	
JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT		Use Wildcard
(Details of each juvenile are not editable in the IR system) Role Juvenile≠ Name DOB Race Genetic Sex Class Level Commit Co		Include None V
	DC Number First Name	Use Wildcard
		e Alternative First Name Spellings
	Caseload Number Alias	
		SSN
🕂 Add 🛛 🐼 View Data 📝 Edit 🛛 🗙 Delete	Advance Search DOB / Age DOB	
Juvenile Number: Role: None Selected	Previous Selections Street Address	(Full or Partial)
	ZIP Code	Phone (Home, Cell, or Work)
DOB: Race: Genetic Sex: Class Level: Committing Court	Find Juvenites with C	Commitment(s) to the State Clear Al
Committing	Show Last Results Find	Cancel
Offense(s):	Show Last Results Find	Lance
Apply Cancel		
Apply Cancel		
Approve / Lock this Incident		
Locked/Approved By: This incident has yet to be approved.		

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 <u>Find Juvenile</u> 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.

	>	K Delete	Save 🔚	<u></u>	Email	🚨 Notify D.	JJ Director	
		Please make s	sure all applic	able data, c	in all tabs, hi	as been filled o	out prior to saving the incident.	
IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action Log	
			JUVE	NILE(S) CU	RRENTLY IN	IVOLVED IN II	NCIDENT	
			(Detai		venile are no	nt editable in t	he IR system)	
Role	2	Juvenile#	(Detai Name			DOB	he IR system) Race Genetic Sex Class Level Commit Co	ourt
ζ	enile Numbe		Name	ls of each ju		DOB	Race Genetic Sex Class Level Commit Co	ourt
ζ	enile Numbe	er;	Name Add Name:	Is of each ju		DOB	Race Genetic Sex Class Level Commit Co	>
Juve DOB: Con	enile Numbe	er:	Name Add Name:	Is of each ju		DOB	Race Genetic Sex Class Level Commit Co	>

- 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				- 0	×		
Facility: Bon Air Juvenile Correctiona	al Center						
IR ID:							
X Delete	🔜 Save 🧰 Email	Notify DJJ Director	📳 Print				
Please make sure	all applicable data, on all tabs, ha	s been filled out prior to	saving the incident.				
	venile(s) Staff Parties nvolved Involved Notified	Addendum PREA Co		iccess Log			
	JUVENILE(S) CURRENTLY IN (Details of each juvenile are no		m)				
Role Juvenile# Na	ame	DOB Race Ge	netic Sex Class Leve	el Commit Court		ERROR	2
<				>		Please enter the juve	enile's role.
÷	Add View Data	🌮 Edit 🛛 🗡	Delete			[OK
Juvenile Number:	ame:		Role: None Select				
DOB: DOB: Race:	Genetic Sex:	Class Level:	Comm Perpetrator				
Committing Offense(s):	a . And the second second second	and the second second	Subject Unknown				
	Apply	Cancel	Victim Witness/Rep	porter			
	Approve / Lock	this Incident					
	Locked/Approved By: This inc	ident has yet to be appr	oved.				

The juvenile's role in the incident must be selected before applying changes on the Juvenile(s) Involved tab. An <u>ERROR</u> 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) 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 <u>IR – Juvenile</u> <u>Information</u> screen will appear.

lity: Bon Air Juvenile Correctional Center):	🗰 IR - Juvenile Information	- 0
x X Delete	Juvenile #: Name: Name:	DOB: Has Alert(s) Juvenile Info
Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.	Race: Genetic Sex: Parole Beg	jin Date: Probation Begin Date:
IR Incident Type Description Juvenile(s) Staff Involved Notified Addendum PREA Corrective Action Access Log	Home Phone: Intake Offense(s)	
JUVENILE(S) CURRENTLY INVOLVED IN INCIDENT (Details of each juvenile are not editable in the IR system)	IR ID Facility	IR Date IR Types
Role Juvenile# Name DOB Race Genetic Sex Class Level Commit Court	The Part of the American States of the	(interview) (the science property of the set
	Jan Brits Steel, Astronomy Cast	(iii) (2012) Jack in Section (property for a statement)
AND AND PORTATION OF THE REAL PROPERTY OF THE REAL	The second second between the factor	10.0 VIII Annaly an investor in second here also and
	1994 (N. H. 1997) Browned Streets Constitute States	CONTRACTOR AND ADDRESS AND ADDRESS AND ADDRESS ADDRESS ADDRESS ADDRESS ADDRESS ADDRESS ADDRESS ADDRESS ADDRESS ADDR
	12.1 (2.1 (2.1 (2.1))) have not been to be address to be	reported in any second second second second
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- The <u>IR Juvenile Information</u> screen displays <u>Juvenile #, Name</u>, <u>DOB</u>, <u>Race</u>, <u>Genetic Sex</u>, <u>Parole Begin Date</u>, <u>Probation Begin Date</u>, <u>Home Phone</u>, and will indicate if the juvenile has alert(s).
 - a. Juvenile Info Button
 - i. From the <u>IR Juvenile Information</u> screen, (i) click the **Juvenile Info** button located in the upper right-hand side of the screen and the <u>Juvenile Information</u> screen will appear and display additional information for the juvenile. (ii) Click the **Close** button to exit the <u>Juvenile Information</u> screen and return to the <u>IR Juvenile Information</u> screen.
- Prefer to the BADGE Juvenile & Adult Information Screens Manual for instructions on using the Juvenile Information screen.

BADGE Incident Reporting Manual

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- b. Incident(s) Involved Tab
 - i. The Incident(s) Involved tab displays <u>IR ID</u>, <u>Facility</u>, <u>IR Date</u>, and <u>IR Types</u> for each incident record. (i) Select a record from the list and the row will be highlighted in <u>blue</u>. (ii) Click the **View** button and the <u>Incident Reporting</u> 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 <u>IR Juvenile Information</u> 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 <u>IR Juvenile Information</u> screen.

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BADGE Incident Reporting Manual

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- c. Intake Offense(s) Tab
 - i. The Intake Offense(s) tab displays a list of the juvenile's intake offenses by <u>Offense</u> <u>Date</u>, <u>Offense Description</u>, <u>Adjudication Date</u>, <u>Adjudication</u>, <u>Amend Date</u>, and <u>Amend</u> <u>Description</u>. 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 <u>IR –</u> <u>Juvenile Information</u> screen.

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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.

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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 <u>Warning</u> 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.

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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 <u>Title</u>, <u>Last</u> <u>Name</u>, <u>First Name</u>, and <u>Unit/Post Assignment</u>.

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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.

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- 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.

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- The <u>Injured Error</u> information screen will appear when the user selects the **Apply** button and neither the **Yes** or **No** radio button is selected for **Injured**.
- The <u>Error</u> 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.
 - Click the Apply button and the record will appear in the JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT section.

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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 <u>Warning</u> 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.

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	Facili IR ID:	1 - C	Juvenile Correct	ional Center													
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		IR Incident Type	t Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Cor	rrective Action	Access Log							
	1	STAFF INVOL	VED IN INCIDE	т													
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				Locked			k this Incident cident has yet f	o be appro	oved.								

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: <u>Title Notified</u>, <u>Name</u>, <u>Reported By</u>, <u>Date Notified</u>, (hh:mm am/pm), and <u>How Notified</u>.

		K Delete	Save 🔚		Email	🚨 Notify DJ.	Director	📑 Print			
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	ditional			1	- Add	× Delete					~

a. Add Parties Notified

- (i) Click the Add button and a table will appear in the PARTIES NOTIFIED section of the tab. The <u>Title Notified</u> 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.
- 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 of the table (<u>Title Notified</u>, <u>Name</u>, <u>Reported By</u>, <u>Date Notified</u>, (<u>hh:mm am/pm</u>), and <u>How Notified</u>).

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BADGE Manual

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IF	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendu	-	active Action A	ccess Log		Notified date must
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	dditional otification:					1			Text		

- 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

The Delete button is always greyed out and inaccessible on this tab. To edit or delete information in i. 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.

		Delete	Save	😑 Email	🔓 Notify DJ.		📑 Print		
IR	Incident Type	Please make : Description	Juvenile(s) Involved	able data, on all tabs, Staff Parties Involved Notified	Addendum	PREA Correcti	-	Access Log	
				ADDE	NDA	-			
	Date Keyed	Keyed By		Addendum					
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	_Enter Descript	ion ONLY (Use cti	1+V to paste)	🕂 Add 🛛	🖋 Edit	X Delete			~

a. Add Addendum

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

	×	Delete	Save 🔚		Email	🚨 Notify DJ	J Director	Print		
							ut prior to savi		ent.	
IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Correct	ive Action	Access Log	
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	Date Keyed	Keyed By		Adde	ndum					
				🕂 Add		Edit	× Delete			
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	_Enter Descripti	ion ONLY (Use ctr	(+V to paste)	4 Add		Edit	X Delete			

ii. Click the **Apply** button and the description entered in the textbox will appear in the <u>Addendum</u> column of the **ADDENDA** section.

🗰 In	cider	nt Reporting							-		×
Fac	ility:	Bon Air Ju	venile Correct	onal Center							
IR I	D:	>	Colete	Save 🔚]	Email	🚨 Notify DJ	J Director			
			Please make				as been filled o	ut prior to saving the incid			
	IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log		
						ADDEN	IDA				
		Date Keyed	Keyed By		Adde	endum					
										^	
	l									\sim	
		Enter Descript	tion ONLY (Use cti	(+V to paste)	🕂 Add		Edit	X Delete			
										^	
										\sim	
					- 🔽 A	Apply	Cancel]			
							k this Incident				
				Locked/	Approved	By: This in	cident 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 <u>Date Keyed</u> and <u>Keyed By</u> 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: INTERNATION	-				
X Delete Save	🔒 Email	🍰 Notify DJJ Director	🖹 Print		
Please make sure all applica	ble data, on all tabs, has	been filled out prior to savi	ng the incident.		
IR Incident Description Juvenile(s) Type Description Involved	Parties Notified Addendum	PREA Corrective Action	Access Log		
	ADDENE	A			
Date Keyed Keyed By 06/15/2023 Eric J. Reinick	Addendum Enter Text			^	×
					Incident Saved.
Enter Description ONLY (Use .ctrl+V to paste)	🕹 Add 🛛 🛷 I	Edit X Delete			ОК
Enter lext					
	Apply	Cancel		×	
Locked/J	Approve / Lock Approved By: This inci	this Incident dent 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 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 <u>Addendum</u> column of the ADDENDA section; click the Save button to populate a complete record (<u>Date Keyed</u>, <u>Keyed By</u>, and <u>Addendum</u>).

	🛊 Incident Reporting — 🗆 X
	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.
X	IR Incident Type Description Juvenile(s) Involved Staff Parties Notified Addendum PREA Corrective Action Access Log
	ADDENDA
You must first save the addenda before adding another addenda.	Date Keyed By Addendum Add Text
tou must mist save the addenda before adding another addenda.	
	v
	🕀 Add 🛛 🛩 Edit X Delete
See the notes above for these two	Emer Description ONLY (Use ctri+V to parte) Add Text Click the Apply button to paritally populate the
	ADDENDA table. Click save to auto-populate Date
images	Keyed and Keyed By
	Cancel
	Approve / Lock this Incident
	Locked/Approved By: This incident has yet to be approved.

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.
 - 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 <u>Addendum</u> 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 <u>Incident Reporting</u> screen, *IR* tab. To continue working on the *Addendum* tab, the user will be required to (iii) select the *Addendum* tab again.

×

≭ Incident	Reporting – 🗆 🗙	
	Bon Air Juvenile Correctional Center	
IK ID: #	Delete Save Email Notify DJJ Director Email Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.	×
IR	Incident Description Juvenile(s) Staff Parties Addendum PREA Corrective Action Access Log ADDENDA	Incident Saved.
	Date Keyed By Addendum	СК
	Add Edit Cestription ONLY (Use ctrl+V to patte)	You must first save the addenda before adding another adden
	Cancel	[ОК
	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 <u>Warning</u> 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 — 🗆 X	
Facility: Bon Air Juvenile Correctional Center	
🗙 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	
ADDENDA	
Date Keyed By Addendum	Warning
Manager (mail Annua)	
	Are you sure you want to delete the selected record?
Add Add Add Add Add Add Add Add Add Ad	<u>Yes</u> <u>N</u> o
Cancel	
Approve / Lock this Incident Locked/Approved By: This incident has yet to be approved.	

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: <u>Date Keyed</u>, <u>Keyed By</u>, <u>Date Initiated</u>, and <u>Corrective Action Type</u>.

		C Delete	Save		Email	🚨 Notify D.	JJ Director	-	
							out prior to saving the incid		
IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log	
_				PR	EA Correct	tive Action			
C	Date Keyed	Keyed By		Date	Initiated O	Corrective Acti	ion Type		
	Date Initiated	d: Select a dat	te 15 Co	4 Add		Edit	× Delete	Ý	
		d: Select a dat				Edit	X Delete	Ý	
						Edit	➤ Delete	v	~
						Edit	X Delete	v	< >

a. Add PREA Corrective Action

- (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 <u>Date Initiated</u>, <u>Corrective Action Type</u>, and the **Save** button will become accessible.

🛊 Incident Reporting – 🗆 🗙	🛊 Incident Reporting - 🗆 X
Facility: Bon Air Juvenile Correctional Center IR ID:	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 filed dut prior to saving the incident. IR Incident Description Juvenile(s) Staff Parties Addendum PREA Corrective Action Access Log PREA Corrective Action Date Keyed Keyed By Date Initiated Corrective Action Type
Date keyed by Date initiated Corrective Action type	Date keyed by Date Initiated. Corrective Action Type Immediate Action Taken
Approve / Lock this Incident Locked/Approved By: This incident has yet to be approved.	Approve / Lock this Incident Locked/Approved By: This incident has yet to be approved.

- (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 <u>Incident Reporting</u> 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 <u>Date Keyed</u> and <u>Keyed By</u> 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 Saved

OK

ident Reporting — 🗆 🗙
cility: Bon Air Juvenile Correctional Center
ID:
X Delete Save Grmail Solity DJ Director
Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.
Institute Install() Shiff Desire
IR Type Description Juvenile(5) Start Parties Addendum PREA Corrective Action Log
PREA Corrective Action
Date Keyed By Date Initiated Corrective Action Type
BEDROED (Rischenden (BERTOED (Herenderstatischen Teilen
Add Edit Delete Date Initiated: Secretive Action Type: Immediate Action Taken Enter Description ONLY (Use cri+V to patte)
Apply Cancel Approve / Lock this Incident
Locked/Approved By: This incident has yet to be approved.

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 <u>Date Initiated</u> and <u>Corrective Action Type</u> columns of the PREA Corrective Action section; click the Save button to populate a complete record (<u>Date Keyed</u>, <u>Keyed By</u>, <u>Date Initiated</u> and <u>Corrective Action Type</u>).

	🝁 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 Description Juvenile(s) Staff Parties Notified Addendum PREA Corrective Action Log	
	PREA Corrective Action	
×	Date Keyed By Date Initiated Corrective Action Type	
	Immediate Action Taken	
You must first save the corrective action before adding another corrective action.		
	🕀 Add 🛛 🛩 Edit 🗡 Delete	
ОК	Date Initiated: Corrective Action Type: Immediate Action Taken	
	Enter Text Enter Text Click the Apply button to paritally populate the ADDENDA table. Click save to auto-populate Date Keyed and Keyed By.	
	Apply Cancel	
	Approve / Lock this incident Locked/Approved By: This incident has yet to be approved.	

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.
 - (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 <u>Incident Reporting</u> 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:	
🗙 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 Description Juvenile(s) Staff Parties Involved Notified Addendum PREA Corrective Action Access Log	
PREA Corrective Action	
Date Keyed By Date Initiated Corrective Action Type	
Residue (and them (and the second sec	
	Incident Saved.
Add Edit X Delete Date Initiated Gorrective Action Type: Immediate Action Taken	ОК
Enter Description ONLY (Use ctrl+V to paste)	
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 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

You must first save corrective action changes bet PREA corrective action.	Fore editing another
	OK

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 <u>Warning</u> 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	- 🗆 X		
Facility: Bon Air Juvenile Correctional Center			
🗙 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) Staff Parties Addendum PREA Corrective Action Access Log			
PREA Corrective Action			
Date Keyed Keyed By Date Initiated Corrective Action Type	^	Warning	
	~	Are you sure you want	t to delete the selected record?
Add Fdit Date Initiated: Corrective Action Type: Immediate Action Taken Serviceton ONLY (Use cri-V to paste)			<u>Yes</u> <u>N</u> o
line for	~		
Apply 🦉 Cancel			
Approve / Lock this Incident			
Locked/Approved By: This incident has yet to be approved.			

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.

🗼 In	ciden	t Reporting									-		×
	1	Bon Air Ju	venile Correcti	onal Center									
		>	Colete	Save 🔚		Email	🚨 Notify DJ.	J Director	📑 Prin	t			
			Please make s				as been filled o	ut prior to sav	ing the inci		-		
	IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Correc	tive Actior	Access Log			
						ACCESS	LOG		L				
	line i	-		<u> </u>	Read 🔤								^
	-				Read II	n i kons							
		_	_	_	_	_	_	_	_	_	_	_	
					Ap	prove / Loc	k this Incident						
				Locked,	/Approved	By: This in	cident has yet t	to be approve	d.				

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 <u>Incident Reporting</u> 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.

)elete	Save 🔚		Email	🔓 Notify	DJJ Director	📑 Print		
P	lease make	sure all applic	able data, o	n all tabs,	has been fille	d out prior to sav	ing the incid	ent.	
Incident Type	Description	Juvenile(s) Involved	Staff Involved			m PREA Corre	tive Action	Access Log	
								-	
IIR #:									
Activity:					 Multi Inc 	idents Reported:	• Yes) No	
Incident Dat	e / Time:	Thursday, Ju	ne 29, 2023		15	9:17 AM	(hh:mm	am/pm)	
Report Dat	te / Time:	Thursday, Ju	ne 29, 2023		15 9:17 AM (hh:n				am/pm)
Reported By				Title:				~	
Reported To	Ralph 1	homas		Title:	Deputy Direc	tor		~	
Verified By				Title:				*	
Location of	Incident:							v	
	Incident Type I IIR #: IIR #: Incident Dat Report Dat Reported By Reported To Verified By	Incident Type Description	Incident Description Juvenile(3) Type Involved IIR #: ctivity: Incident Date / Time: Thursday, Ju Report Date / Time: Thursday, Ju Reported To: Raiph Thomas Verified By:	Incident Description Juvenile(s) Staff Type Involved Involved Involved IIR #: ctivity: Incident Date / Time: Thursday, June 29, 2023 Report Date / Time: Thursday, June 29, 2023 Reported By: Reported To: Raiph Thomas Verified By:	Incident Description Juvenile(s) Staff Parties Type Description Involved Involved Notifies IIR # : ctivity: Incident Date / Time: Thursday, June 29, 2023 Report Date / Time: Thursday, June 29, 2023 Reported By: Title: Verified By: Title:	Incident Description Juvenile(3) Staff Parties Notified Addendur Type Description Juvenile(3) Staff Parties Notified Addendur IIR #: ctivity: 'V Multi Inc Incident Date / Time: Thursday, June 29, 2023 (15) Report Date / Time: Thursday, June 29, 2023 (15) Reported By: Title: Deputy Direc Venified By: Title: Deputy Direc	Incident Type Description Juvenile(s) Staff Parties Addendum PREA Correct Notified Involved Involved Notified Addendum PREA Correct IIR # :	Incident Type Description Juvenile(s) Staff Parties Addendum PREA Corrective Action IIR #: ctivity:	Type Description Involved Involved Notified Addendum PREA Corrective Action Log IIR #:

1. Delete Button

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

BADGE Manual

		elete	Save		mail	a Notify DJ.	I Director		
R	Incident	escription	Juvenile(s) Involved	Staff Involved	Parties Notifie	5 Addandum	PREA Corrective Action	Access Log	
	IIR #:	-0-00							
A	Activity:	Bernet Bernet	the second	-		Y Multi Incide	nts Reported: 🔿 Yes 🤅	No	
	Incident Date	: / Time:	Philip Life 1	100 M		15	(hh:mm	n am/pm)	
	Report Date	e / Time:	1			15	(hh:mm	am/pm)	
	Reported By:	8. A. S.			Title:	We have such		~	
	Reported To:	Ralph T	homas		Title:	Deputy Director		*	
	Verified By:				Title:			~	
	Location of l	ncident:	10 Mar					v	

Warning						×
?	Are you sure	e you want to	o delete the sele	cted r	ecord?	
			<u>Y</u> es		<u>N</u> o	
	Deleted			X		
	1	Incident ha	s been deleted.			
			ОК			

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

2. Save Button

a. To save data input on the <u>Incident Reporting</u> 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 <u>Incident Reporting</u> screen.

dent Description Juvenile(s) rpe Involved	Staff Partie nvolved Notifie		Access	
		a	Log	
#: 0007+00+000				
ity:		Y Multi Incidents Reported: ○ Yes ● M	No	Incident
ident Date / Time:	100	15 (hh:mm an	n/pm)	inclueine
eport Date / Time:		15 (hh:mm an	n/pm)	
ported By:	Title:	We have a second se	~	
ported To: Ralph Thomas	Title:	Deputy Director	¥	
erified By:	Title:		~	

1. 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 :				is been filled o	ut prior to saving the incid	ent.	
IR	Incident Type	Description	Juvenile(s) Involved	Staff Involved	Parties Notified	Addendum	PREA Corrective Action	Access Log	
	IIR #:								
	IIK #:								
	Activity:	171 A 101 A 101	a tala dan	a geolegica de		Multi Incide	ents Reported: 💿 Yes 🤇) No	
	Incident	Date / Time:	Vertex fee	ine (1.15		15 🚺	:36 AM (hh:mm	am/pm)	
	Report	Date / Time:	Tell sulla	10 C 10	Incident	Date/Time mu	st be earlier than Date Init	iated for PRE/	A Corrective action
	1.1								
	Reported	By:			Title:			~	

- 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

BADGE Manual

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

ID: Save Email Notify DJJ Director											
IR	Incident Type	Description	luncopilo(c)	Staff Involved	Parties Notified	Addopd	um PREA Corre	ctive Action	Access Log		
	IIR #:	100	1								
	Activity:		in the second second	(and the second	and an	Y Multi Ir	cidents Reported	O Yes @	No No		
Incident Date / Time: Incident Line Incident											
Report Date / Time:							n am/pm)				
	Reported	By:			Title:	W. Law			*		
	Reported	To: Ralph	Thomas		Title:	Deputy Dire	ctor		۷		
Verified By: Title:											
Location of Incident:											

- 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.

	୨ ଅ ↑	↓ v In	ncident	68.008 m		at Bon A	Air Juvenile (Correctional C	enter	a -	- 0	×
File	Message	Insert	Options	Format Text	Review	Help	♀ Tell m	e what you v	vant to do			
Paste	Х В I З & _	_ ≡ - ≡ =	i≡ - =	A [×] Ω →= Names	② Attach File ∽ ○ Link ~ ∑ Signature ~	Tags	U. Dictate	Sensitivity V	Immersive Reader	Virtru for Outlook	View Templates	
Clipboar	d Tai	Basic Tex	t	5	Include		Voice	Sensitivity	Immersive	Virtru Tools	My Templates	^
∑ <u>S</u> en	d <u>(</u>	[o [c] oject Incid	dent	User's		button is	selected					
) of Incident: ted By:	official Carrol		iloutane (100a							4

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 <u>Incident Reporting</u> screen and the <u>Notification</u> <u>Successful</u> information screen will appear. (ii) Click the OK button to return to the <u>Incident Reporting</u> 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 notifiing the DJJ Director.

×

BADGE Manual

Facility: Bon Air Juvenile Correctional Center		- • ×	
	Email Notify DJJ Director Print		
IR Incident Description Juvenile(s) Staff Type Involved Involved	Parties Addendum PREA Corrective Action Acc Notified Addendum		
IR#:			Notification Successful
Activity: Incident Date / Time:	ts (hh:mm am/pr		Notification has been
Report Date / Time: Reported By: Reported To: Ralph Thomas	Title:	•) •	
Verified By:		v v	
	Approve / Lock this Incident d By: This incident has yet to be approved.		

5. Print Button

a. (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.

	× ×
P	I of 1 ▶ ▶ I 4 38 Image: Book and the second se
Incident Reporting - X Facility: Bon Air Juvenile Correctional Center IR ID: X Delete Save Email Motify DJJ Director Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.	Virginia Department Of Juvenile Justice Incident Report: Bon Air Juvenile Correctional Center
IR Incident Type Description Juvenile(s) Staff Parties Addendum PREA Corrective Action Log	Incident Date/Time:
IR #: Activity: Incident Date / Time: Reported Tote / Time: Reported By: Reported By: Reported By: Title: Deputy Director Verified By: Location of Incident	Fips Description: Location: Reported By/Title: Reported To/Title: Reported Date/Time: Incident Type: Initial Event: Disposition: PREA-Related Incident? PREA-Meet Standard? PREA Meet Standard?
Approve / Lock this Incident	Description: Parties Notified:
Locked/Approved By: This incident has yet to be approved.	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 greved 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

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

	>	K Delete	•	Save 🔚		Email	🚨 Notify D	JJ Director	🗐 Print		
		Please	make s	ure all applic	able data, :	on all tabs	has been filled	out prior to sav	ng the incid	ent.	
R	Incident Type	Descr	iption	Juvenile(s) Involved	Staff Involved	Partie: Notifie		PREA Correc	tive Action	Access Log	
			1.00							7	
	IIR #:						_				
	Activity:	the last	N 84	in a second	a second	Card and	Multi Incid	ents Reported:	🔿 Yes 🌘	🖲 No	
Incident Date / Time:			1.101		15	10.00	(hh:mm	am/pm)			
			. ř	1000				5 M			
	Report	Date / Ti			_						
	Reported	By:	1000			Title:	No. in case			*	
	Reported	To: R	alph Th	omas	nas		Deputy Directo	r		*	
	Verified	By:				Title:				~	
	Location										
	Location	of incide	ent:							-	

- 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.

🛊 Incident Reporting - 🗆 🗙	🛊 Incident Reporting - 🗆 X
Facility: Bon Air Juvenile Correctional Center	Facility: Bon Air Juvenile Correctional Center
IR ID: Control	IR ID: Delete Save
Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.	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 Perties Addendum PREA Corrective Action Access Log	IR Incident Description Juvenile(s) Staff Parties Addendum PREA Corrective Action Log
IIR #:	IR#:
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Reported By: Title:	Reported By: Title:
Reported To: Title:	Reported To: Title: Noted Title:
Verified By:	Verified By: Title:
Location of Incident:	Location of Incident: A Wing Courtyard
	User Name
Unapprove/Unlock this Incident Locked/Approved By: Press save to confirm approval of incident.	Unapprove/Unlock this Incident Uncked/Approved By:

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.

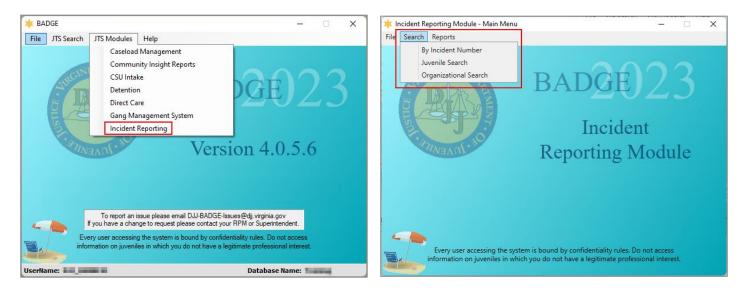
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	Verified By:			
	Verified By:	A Wing Courtyard		

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.

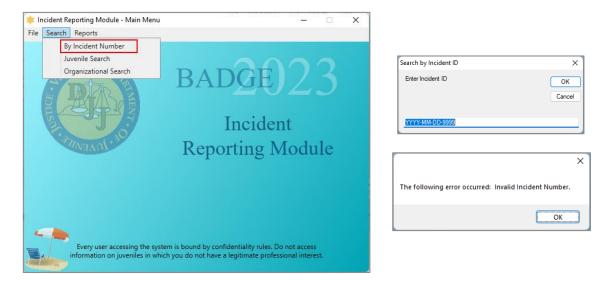
From the <u>BADGE</u> home screen (i) Click the **JTS Modules** drop-down menu option, (ii) click the **Incident Reporting** option from the drop-down menu, and the <u>Incident Reporting Module – Main Menu</u> screen will appear. On the <u>Incident Reporting Module – Main Menu</u> screen (iii) click 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

 a. (i) Click the Search drop-down menu on the <u>Incident Reporting Module - Main Menu</u> screen, (ii) select the By Incident Number option, and the <u>Search by Incident ID</u> 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 <u>Search by Incident ID</u> screen.
- ii. Click the **Cancel** button to exit the <u>Search by Incident ID</u> screen

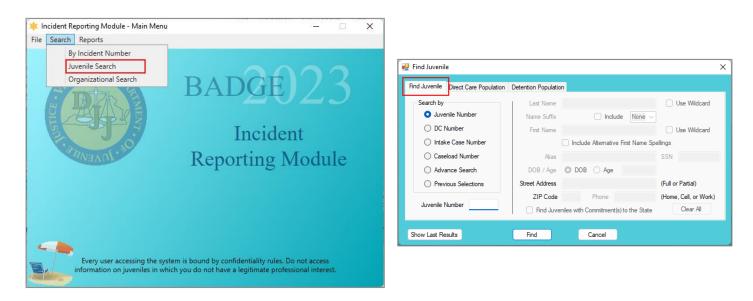
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R	eported To: Ralph T	homas	Title:	Deputy Director		¥	
	Verified By:		Title:			~	
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L .	ocation of incident:						

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 <u>Incident Reporting Module Main Menu screen</u>, (ii) select the Juvenile Search option, and the <u>Find Juvenile</u> screen will appear. The <u>Find Juvenile</u> screen will display the *Find Juvenile* tab, the *Direct Care Population* tab, and the *Detention Population* tab.
 - 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.
 - (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 <u>IR – Juvenile Information</u> will display if only one juvenile record is found, the <u>Search Results</u> screen will appear if multiple juvenile records are found, and the <u>Juvenile Search</u> information screen will appear if there are not any or too many search results.

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



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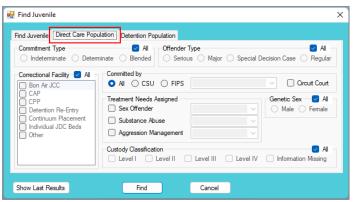
Juvenile Search X	Juvenile Search X
There are 9886 juveniles meet your criteria. Please narrow it down and try again.	No matches. Please change your criteria.
ОК	OK

- 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.

Prefer 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**.



- (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 <u>Search Results</u> screen will appear.
 - a. (i) From the <u>Search Results</u> screen, select a juvenile record and the row with be highlighted in blue. (ii) Click the **Select** button and the <u>IR Juvenile Information</u> will display.
- Befer to the BADGE Login & Search Manual for detailed instructions on how to search for a juvenile.

iii. Detention Population Tab

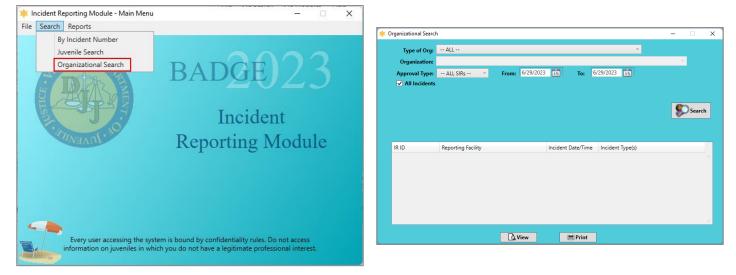
The *Detention Population* tab allows a user to search for a juvenile by **Juvenile Detention Center** (JDC), **Detained by**, **Genetic Sex**, **Days Served**, **Age**, **Detention Status**, and **Admission Type**.

Find Juvenile	ion Population	×
Juvenile Detention Center (JDC) All Blue Ridge JDC Chesspeake JDC Chesterfield JDC Chesterfield JDC	Detained by • All • CSU • FIP:	
Crater JDC Fairfax Juvenile JDC Herrico JDC James River JDC Loudoun County JDC Lynchiburg JDC	Detention Status Al Pre-dispositional Post-dispositional w/o Programs Post-dispositional with Programs	Admission Type Regular Admissions Weekend Admissions All
Show Last Results	ind Cancel	

- (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 <u>Search Results</u> screen will appear.
 - a. (i) From the <u>Search Results</u> screen, select a juvenile record and the row with be highlighted in blue. (ii) Click the **Select** button and the <u>IR – Juvenile Information</u> will display.
- Refer to the <u>BADGE Login & Search Manual</u> for detailed instructions on how to search for a juvenile.

Organizational Search

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



(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 <u>Organizational Search</u> screen. The <u>Serious Incident Reporting</u> information screen may appear if no incidents match the search criteria.

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Organization:		v		
Approval Type:	ALL SIRs Y From:	15 To: 15		
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IR ID	Reporting Facility	Incident Date/Time Incident Type(s)		ΟΚ
IR ID	Reporting Facility	Incident Date/Time Incident Type(s)		ΟΚ

- i. From the lower half of the <u>Organizational Search</u> 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.

BADGE Incident Reporting Manual

	× Incident Reporting - X
🛊 Organizational Search – 🗆 X	Facility: Bon Air Juvenile Correctional Center
Type of Org. ••ALL •• • Organization: Approval Type: ••ALL SIRs •• • From: ••• Is To: •••• Is •• All Incidents •• All Incidents	Loete Losophia Los
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	Richmond Detention has 4 incidents. IR ID Incident Date/Time Incident Type(s)				l
	VJCCCA-Accomack County(001) has 1 incidents. IRID Incident Date/Time Incident Type(s)				
		and Total		10	

- Select the ALL Incidents checkbox on the <u>Organizational Search</u> 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 <u>Incident Reporting Module – Main Menu</u> screen, click the **Reports** menu.



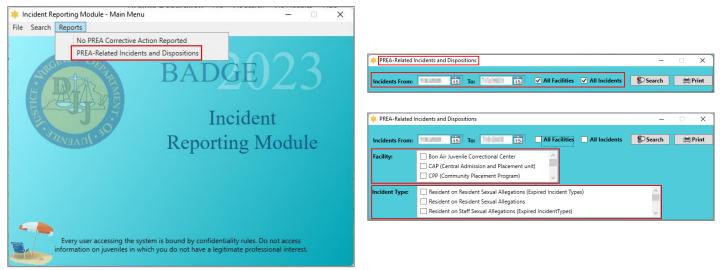
- 1. No PREA Corrective Action Reported
 - a. From the <u>Incident Reporting Module Main Menu</u> screen, (i) click the **Reports** menu, (ii) select the **No PREA Corrective Action Reported** option, and the BADGE report screen will appear displaying the **PREA Related Incident(s) With No Corrective Action Plan as of (date report generated)** report.

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2. PREA-Related Incidents and Dispositions

- a. From the <u>Incident Reporting Module Main Menu</u> screen, (i) click the **Reports** menu, (ii) select the **PREA-Related Incidents and Dispositions** option, and the <u>PREA-Related Incidents and Dispositions</u> screen will appear.
 - i. Select the (i) **Incidents From** and (ii) **To** dates using the corresponding calendar drop-down menus. The **All Facilities** and **All Incidents** checkboxes will be automatically selected.
 - If the All Facilities and/or All Incidents checkboxes are deselected by the user, the user will select checkbox(es) corresponding to the desired options that appear in the (i) Facility and (ii) Incident Type sections.

BADGE Manual



- Deselect the All Facilities and All Incidents checkboxes on the <u>PREA-Related Incidents and Dispositions</u> 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 <u>PREA-Related Incidents and Dispositions</u> screen and display <u>IR ID</u>, <u>Reporting</u> <u>Facility</u>, <u>Incident Date/Time</u>, <u>Disposition</u>, <u>PREA Related</u>, and <u>PREA Met</u> for each record.

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- 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 <u>Information</u> screen will appear stating "There is no report to print" if the user clicks the **Print** button on the <u>PREA-Related Incidents and Dispositions</u> screen while no records are displayed.

BADGE Incident Reporting Manual

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Appendix A. Document Revisions

Date	ltem	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 off lastest <i>BADGE Incident Reporting Module Manual</i> update: Version 4.0.5.8.