

CATEGORY "B" INCIDENTS

A CATEGORY "B" INCIDENT IS ONE WHICH:

Does not fall within Category "A" BUT:

Affects an individual's care, safety and wellbeing, OR

Relates to unauthorised absenteeism from a Reception Centre or a Youth Training Centre, OR

Involves serious behaviour disturbances amongst residents, OR

Relates to unintended expiration of wardship, OR

Involves abduction of a child under a Court Order

ALL SUCH INCIDENTS ARE TO BE REPORTED ACCORDING TO THE FOLLOWING PROCEDURE

1. An incident report form is to be completed as soon as possible after the incident (and not later than completion of his/her duty) by the supervising officer who was at the scene, or who was in charge of the place where the incident happened. (Subsequent reports flowing from the incident are to be based on that incident report form).
2. Each Category "B" incident is to be reported upwards to the person in charge of the facility or Region (as appropriate) by telephone; they will in turn inform appropriate Senior Officers. If the incident occurs outside office hours, the report is to be recorded on the After Hours Message Recorder at the Outer Eastern Suburban Regional Office, Telephone : 879 3311. Details are to be dictated to the machine in the sequence shown on the incident report form. (Appendix A) (Dictation should take a maximum of three (3) minutes).

Messages about Category "B" incidents which are received on the After Hours Message Recorder will be typed the next working day and forwarded to the locations determined by the Regional Manager.

3. The Superintendent/Manager will forward to the Regional Manager WITHIN 48 HOURS a copy of the supervising officer's incident report form, with appropriate comments. No further documentation is required unless requested by the appropriate officer from Head Office, EXCEPT THAT proformas currently being submitted in relation to YTC abscondings should continue to be sent to Ray Kennelly, Special Duties Officer, 4th floor, 55 Swanston Street.