

ADMINISTRATIVE INVESTIGATION PROCEDURE FOR
MAJOR UNUSUAL INCIDENTS IN CATEGORY C(LAW ENFORCEMENT, UNAPPROVED BEHAVIOR SUPPORT,
AND UNSCHEDULED HOSPITALIZATION)

The following information shall be collected for major unusual incidents in Category C. The investigative agent shall review the information to ensure that the information is complete and the major unusual incident is properly coded. Information collected does not take the place of an incident report.

Incident Specific Requirements – Law Enforcement

1. Provide name, title, and phone number of person reporting to the county board.
2. Provide prior history of law enforcement involvement.
3. Describe individual's activities prior to the incident (e.g., followed normal routine).
4. Record the individual's supervision level and whether the supervision level was met.
5. Describe immediate actions taken to ensure health and welfare (e.g., alerting jail of medical concerns and dietary restrictions or ensuring medications are available to individual).
6. Describe the incident in detail.
7. Describe injuries, if any, to the individual or to the individual's victim.
8. Include outcome of court hearing.
9. Identify cause and contributing factors.
10. Verify that preventive measures have been implemented.

Incident Specific Requirements – Unapproved Behavior Support

1. Provide name, title, and phone number of person reporting to the county board.
2. Indicate whether the individual has a behavior support plan.
3. Describe what happened prior to the incident; develop a timeline.
4. Describe the intervention used.
5. Indicate whether the individual was injured and if excessive force was used.
6. Explain the health and welfare risk.
7. Document how long the unapproved behavior support lasted.
8. Describe what, if any, other measures were taken first.
9. Identify cause and contributing factors.
10. Verify that preventive measures have been implemented.

Incident Specific Requirements – Unscheduled Hospitalization

1. Provide name, title, and phone number of person reporting to the county board.
2. Provide list of documents reviewed.
3. Address individual's medical history (e.g., recent similar illnesses or chronic/acute conditions).
4. Describe individual's health during prior seventy-two hours.
5. Document date and reason for most recent prior hospitalization.
6. Indicate if the symptoms were addressed in a timely manner, and if not, explain why.
7. Describe incident.
8. Include diagnosis, discharge summary, and follow-up appointment.
9. Identify cause and contributing factors.
10. If individual had the flu or pneumonia, indicate whether he or she received a flu shot or pneumonia vaccine.
11. Verify that preventive measures have been implemented.