

After Action Process (AAP)

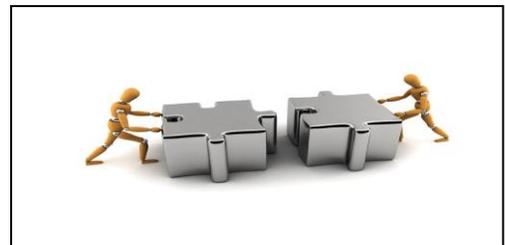
The Division of Juvenile Justice serves a varied youth population that range from non-delinquent to serious and chronic offenders. Although the Division strives to maintain a safe and secure environment, a crisis event or serious incident can occur within the Division's programs. Improving the safety, security and morale of the Division's staff and juveniles is an on-going goal and a priority for the Internal Investigations Bureau. Consistent with this goal, a workgroup developed a new systematic process to review critical incidents that occasionally occur. Using a collaborative approach, this After Action Process (AAP), will have staff review and break-down details of the critical incident and how it was managed. This process will bring into focus, aspects of the incident pertinent to accountability, well-being and ways to improve practices.

The AAP will assist in putting together the incident puzzle pieces with a focus on the following goals:

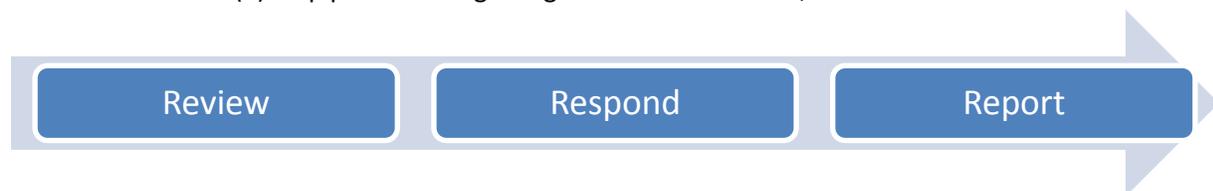
- Assess critical incidents
- Improve practices
- Improve procedures
- Provides an understanding of circumstances/events contributing to a critical incident
- Training opportunities

The AAP will be utilized after certain types of critical incidents identified as the following:

- Accident/Injury/ Illness that requires hospitalization.
- An emergency response (911 responses).
- Escape/attempt from a correctional facility.
- Riot.
- Completed suicide.
- Unattended/attended death.
- Absconded from Division facilities (O&A, Genesis)
- Any use of physical interventions and/or restraint.
- Assault by prisoner with injury.
- Sexual activity within a Division program/facility.
- Other critical events as determined by the APD.



The AAP is a three (3) step process integrating the "3R's" - REVIEW, RESPOND and REPORT.



The REVIEW of a critical incident compiles all relevant documentation, evidence, medical/clinical follow up, and ensures that a thorough administrative review is conducted within seventy (72) hours. The Division facility/program's Assistant Program Director (APD) will disseminate all relevant documentation to Division administration and initiate the RESPONSE phase of the AAP.

The intent of the RESPONSE is to examine the puzzle pieces and encourage ongoing program evaluation and improvement. There are four (4) types of responses:

- **Type 1** "Review" indicated that no further "Response" is necessary
- **Type 2** After Action Team Response
- **Type 3** Individualized Response
- **Type 4** Administrative Internal Investigation

Division administration reviews the compiled documentation and determines what type of review is appropriate to address the critical incident.



The AAP also assess if the staff and/or juveniles were adversely affected by the critical incident and may facilitate mental health and/or support services.

When a RESPONSE is required it is conducted with due respect for the rights and privacy of those involved and in an equitable manner with perseverance necessary to determine the facts of the critical incident.

The REPORT phase is the last piece of the AAP puzzle; this phase joins all the pieces together. The report provides a comprehensive analysis of the event and examines areas relevant to accountability, staff and juvenile well-being and improvement. The report will identify aspects of the incident that were managed positively, areas of concerns, or needs that can be address through training. The overarching goal of the process will be to identify risk, reinforce and establish means within the Division, while striving for continuous improvement.

