



## JJDPA Separation Incident Report Instructions

Each time a separation incident occurs, a Separation Incident Report must be completed and submitted to the OYCR via online. To submit a separation incident report, email [OYCRCompliance.Monitor@chhs.ca.gov](mailto:OYCRCompliance.Monitor@chhs.ca.gov) and follow the instructions below.

### **SECTION A. Facility Information:**

**Facility Name:** Enter the name of your facility.

**County:** Enter the name of your county.

**Type:** Select the type that best describes your facility. If “Other” is selected, please briefly describe the type of facility in the field provided.

### **SECTION B. Incident Information:**

**Date of Incident:** Enter the date on which the incident occurred.

**Number of Juveniles Involved:** Enter only the number of juveniles who were directly involved in the separation incident with the “adult inmate.”

**Description of Incident:** Provide a brief description of the incident. Please note there is a text limit of 50 lines. In your description, including the following information:

1. The type of contact that occurred between the “adult inmate” and the juvenile:
  - a. sustained, sight and sound contact
  - b. brief and inadvertent contact
2. Where in the facility the contact occurred (i.e., dayroom, housing unit, hallway, booking),
3. If staff were, or were not, present during the incident, and the steps that were immediately taken to remedy the situation. Please provide further explanation if the situation was not immediately remedied.

### **SECTION C. Reporter Information:**

This section requires the name and title of both the reporting person **and** the head of the facility, as well as the contact information for both persons.

Thank for your time and cooperation. Completing and submitting this report form allows OYCR to carry out its responsibilities as the designated state agency for monitoring compliance with the Juvenile Justice and Delinquency Prevent Action (JJDPA).

If you have questions, please contact OYCR at [OYCRCompliance.Monitor@chhs.ca.gov](mailto:OYCRCompliance.Monitor@chhs.ca.gov) or (916) 651-0423.