

POLICY

Juvenile justice facility directors or their designees must notify the Bureau of Juvenile Justice (BJJ) director whenever an incident occurs that may lead to employee suspension, demotion or dismissal, including incidents relating to staff involvement in illegal or unethical conduct, child abuse or neglect, sexual harassment, ethnic intimidation and the excessive or improper use of force.

PURPOSE

To ensure that incidents that may involve employee discipline are uniformly handled.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

All facility staff.

PROCEDURE

Each facility must develop and implement a written procedure for employee discipline and incident notification. The procedure must contain the following requirements:

- Facility employees must immediately inform the facility director or designee when an employee is involved in an incident that could result in an employee's suspension, demotion, or dismissal.
- After being informed about the incident, the facility director or designee must notify:
 - The BJJ director.
 - The Office of Labor Relations regarding employee disciplinary matters if applicable.
 - The Bureau of Children and Adult Licensing and Child Protective Services if the incident involves mandated child abuse/neglect reporting.

- The Office of Equal Opportunity and Diversity Programs if the incident involves issues of sexual harassment and/or ethnic intimidation.

The only exception to this policy occurs when the allegation(s) may involve the BJJ director or a family member of that person, and the notification may jeopardize an investigation or disciplinary action. Under those circumstances, the notification must be to the director of the Children's Services Administration.

AUTHORITY

Social Welfare Act, 1939 PA 280, as amended, MCL 400.115a(1)(g).