

**ADMINISTRATIVE OFFICE OF THE COURTS
STATE OF NEW JERSEY**

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TO: All Probation Division Staff

FROM: Kevin M. Brown, Assistant Director for Probation Services

A handwritten signature in blue ink, appearing to read "KMB", enclosed in a circular scribble.

SUBJECT: Judiciary Incident Report Form

DATE: August 31, 2009

We have taken many steps to prevent or minimize injuries to Officers both in the office and in the field. Training has been implemented to address field simulation, verbal de-escalation and defensive techniques. Specialized training has been offered for those supervising domestic violence, sex offender, and mental health caseloads. We have provided training on substance abuse which includes the pharmacology of drugs such as cocaine and PCP. Our officers are instructed on how to recognize active substance abuse, thereby alerting them when a drug of choice could present a dangerous field situation. The Judiciary's philosophy towards field work remains - Think Safety First!

Per the Judiciary Workplace Violence Policy, any security or workplace violence incidents are to be reported on the Judiciary Incident Report Form. This form can be found on the Judiciary Infonet under the "Forms" tab. Attached is the Incident Reporting Flowchart which outlines the reporting process whether there is an issue of workplace violence, security or health and safety.

Incident report forms are to be filled out **WHEN**: you witness, are involved in, or are informed of a security incident such as a threat, assault, display or use of a weapon, escape from custody, theft, disorderly conduct, or disruptive behavior. **WHERE**: in or around the courthouse, judiciary facility or other location where judicial programs operate, including parking areas, field locations and during official travel. The report should be reviewed by your immediate supervisor/manager and filed with the Workplace Violence Liaison. This document is confidential.

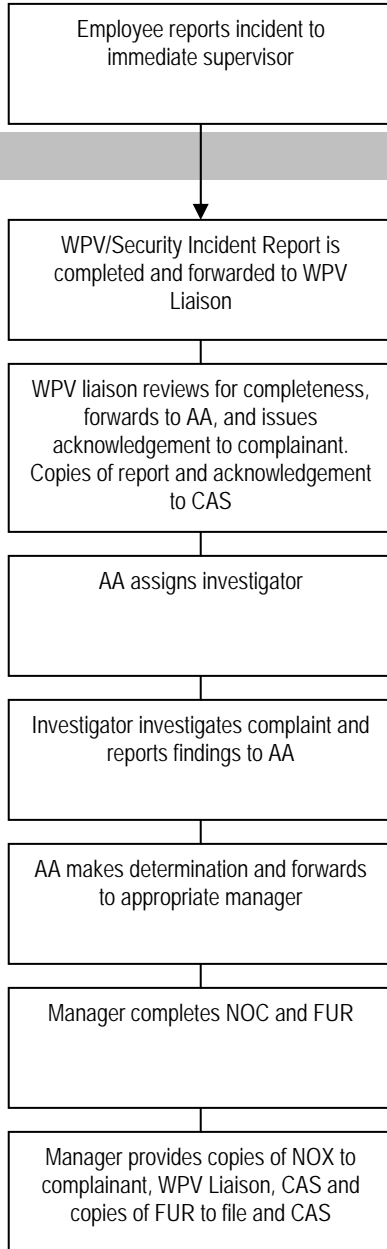
The safety of all staff is paramount. The use of the approved Incident Report form enables accurate documentation of all incidents so that appropriate steps may be taken to minimize such situations in the future. The incidents that staff encounter are incorporated into safety training and often serve as a basis for the scenario training, thus we are constantly striving to enhance the safety of our staff as we carry out the important work of Probation.

K.M.B

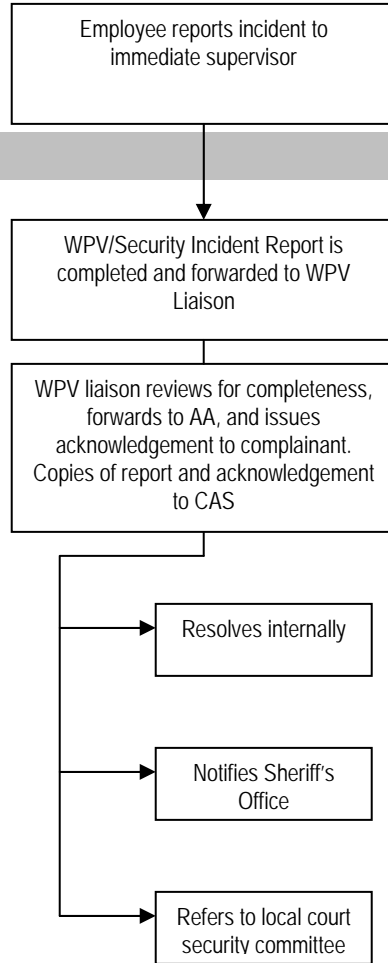
Cc: Judge Grant
Assignment Judges
AOC Directors and Assistant Directors
Trial Court Administrators
VCPO's
Jerry Williams
Ernie Comer
Arlene Bonville
Frank Hoerber
Steven Bonville

INCIDENT REPORTING FLOWCHART

Workplace Violence



Security



ABBREVIATIONS	
AA	= Appointing Authority or Designee
CAS	= AOC Court Access Services Unit
FUR	= Follow Up Report
NOD	= Notice of Determination
WPV	= Workplace Violence

Health & Safety

