

CRITERIA FOR DISCRETIONARY INCIDENT REVIEWS

PURPOSE

This document describes the factors that all state agencies should apply to determine whether an incident warrants a less-formal review by the agency.

BACKGROUND

RCW 43.19.782 requires that all state agencies appoint a loss prevention review team when an incident results in a death, significant bodily injury or significant property loss. The statute also states that the Department of Enterprise Services may direct a state agency to conduct a loss prevention review after consultation with the affected agency as to the purpose, scope, necessary resources and intended outcomes of a loss prevention review.

There are times when a full loss prevention review of an incident is not required, however, it would be wise to conduct a less formal incident review to reduce future risk of loss. The review would evaluate causes and recommend mitigation strategies like a formal LPRT, but would not require external review team members or filing a report with DES. It is important to remember that the intent of any review is not to determine individual fault or liability but is intended to be a broader look at the agency's systems.

CRITERIA FOR DISCRETIONARY INCIDENT REVIEWS

- **Multiple Occurrences of Similar Incidents or History of Recurrence:**
 - Is this an isolated incident or has there been more than one same or similar type of incident within recent years?
 - If more than one incident has occurred, has there been a similar or increasing level of loss?
 - Have these incidents occurred in the same general location or under the same supervision or structure, indicating a possible pattern or systemic problem?
- **High Risk of Future Occurrence:**
 - Based on information available, is there a high probability that the same or similar type of incident will occur in the future?
 - Would a future incident result in the same or increased level of loss?
- **Vulnerable Victims:**
 - Are the victims considered vulnerable persons who have the reduced ability to protect themselves from outside harm?
- **Impact Across State Agencies:**
 - Could this type of incident occur in more than one state agency?
 - Could the results of a review benefit programs in more than just the affected agency?
 - Could the review have a broad impact?

Agencies may use the LPRT toolkit and DES Loss Prevention Program staff as resources for these less formal reviews.