

## INCIDENTS OR INJURIES INVOLVING THE PUBLIC

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 1-4-101, dated 06/19/15 (Recertified)
- FORMS:** [Report of Damage/Injury to Members of the Public](#)  
Special Incident Report (F057-7018)
- PURPOSE:** To instruct personnel in obtaining first aid for members of the public injured on County property or County leased facilities, and in reporting such injuries and accidents.

### I. PROCEDURE

- A. An employee who observes a member of the public suffering from an injury should assess the seriousness of the incident and if necessary, call 911 for emergency assistance. Describe the problem to the 911 dispatcher and state what type of assistance is needed.
- B. If the injured individual is conscious, provide "reasonable" assistance to the best of your capabilities.
- C. Do not discuss details of the incident with anyone other than the emergency response personnel.
- D. Do not negotiate, enter into agreement, or make promises to any party involved or present at the scene of the incident.
- E. After the employee's participation is no longer required at the scene of the incident and it is during normal business hours (M-F 8 a.m. - 5 p.m.), the employee must report the incident to the Professional Standards Division (PSD) Department Safety and Training Officer via telephone, as soon as possible.
- F. After business hours, weekends or holidays, employee should inform the Duty Officer (DO) or Administrator in Charge (AIC), who will contact the County Safety Manager directly at (714) 421-2602 to report the incident.
- G. If the County Safety Manager cannot be reached, the DO or AIC should contact the Sheriff's Watch Commander at (714) 628-7000 and request that the Safety Manager be advised of the incident.
- H. Employee must complete a detailed Special Incident Report and the Report of Damage/Injury to Members of the Public within 24 hours and route via the chain of command to the Professional Standards Division.

**REFERENCES:**

Procedure:	3-1-301	Accident, Injuries or Property Damage to the Public
Policy:	G-8	Injuries and Medical Emergencies

M. Redwood

**APPROVED BY:**