

## ACCIDENT, INJURIES OR PROPERTY DAMAGE TO THE PUBLIC

- AUTHORITY:** Administrative Directive  
California Government Code Section 911.2  
California Code of Regulations, Title 15, Section 1362
- RESCINDS:** Procedure Manual Item 3-1-301, dated 02/20/2015
- FORMS:** Special Incident Report (F057-7018.12)  
[Report of Damage/Injury to Members of the Public](#) (PROB-NET)  
[Claims for Money or Damages](#) (Risk Management Website)
- PURPOSE:** To provide a uniform method of responding to and reporting accidents, injuries or property damage to the public.

### I. GENERAL INFORMATION

- A. All accidents, injuries or property damage that occur on County property or involve county equipment require staff involvement. As soon as practical, the employee will complete thorough documentation according to departmental procedure and County and State mandates.
- B. County staff should be courteous and offer assistance, but not make any comments about negligence of liability by the County. Press inquiries should be referred to the Department's **Public Information Officer (PIO)**. The **PIO** will coordinate a response, advise the appropriate top manager, provide assistance and alert the County Executive Office and Board of Supervisors as needed. In the event that the **PIO** is unavailable, refer the matter to the appropriate Director or CDPO.
- C. Prompt and thorough investigation and action related to injuries, accidents, or damage will be critically important to the County and its insurer, and will be beneficial to the citizen.

### II. PROCEDURE

- A. Staff observing or being made aware of an injury or accident to a member of the public will do the following:
1. Immediately assess the situation and seek appropriate professional medical assistance and, if properly trained, provide emergency first aid or CPR. Notify the on site nurse. In the absence of the onsite nurse, in the outer institutions, contact the Juvenile Hall Medical Unit for assistance and further direction.
  2. Emergencies may require phoning 911, or radioing Probation Dispatch (Station 14) to get the services of an ambulance, Fire Department, Orange County Sheriff's Department (OCSD), rescue squad, etc.

3. All emergencies involving the public, whether on or off County property, require notification of the [REDACTED] by the involved Duty Officer or Division Director.
- B. A Special Incident Report (SIR) must be submitted promptly by all staff involved in the incident.
- C. The SIR must be very detailed to assist in determining whether neglect or unsafe conditions were factors.
- D. The Duty Officer, Director or their designee (possibly an eye witness to the incident) will fill out the form **Report of BODILY INJURY-PROPERTY DAMAGE, ACCIDENT FORM (F850-122)**
- E. **For minor incidents, the SIR and the REPORT OF BODILY INJURY-PROPERTY DAMAGE, ACCIDENT FORM should be routed through the chain of command, Division Director to the Facilities Chief Deputy Probation Officer.**
  1. The Division Director will also route the information to the **Department's HRS Satellite Administrative Manager** who will send it to CEO Risk Management-Liability.
  2. These reports need to be processed and forwarded to the **Department's HRS Satellite Administrative Manager and Safety Officer, Professional Standards Division**, within 24 hours of the incident or the next business day if the incident occurs on a Friday or Holiday.
- F. **In the event of a serious injury or major incident all previously noted procedures must be followed and the Department's HRS Satellite Administrative Manager must be notified of all the details within 24 hours.**
- G. If the person that is injured or had property damage requested to make a claim against the County give them the form CLAIM FOR MONEY OR DAMAGES, Form (0512-9007).
  1. The person filling out this form will take or mail it to the Clerk of the Board of Supervisors and it will be routed to the CEO Risk Management-Liability.
  2. If the person fills out the form in your presence, make a copy and include it with your report.

**REFERENCES:**

Procedure:	1-4-101	Incidents of Injuries Involving the Public
Policies:	A-10 G-8	Contact with News Media Injuries and Medical Emergencies

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**APPROVED BY:**