

## NOTIFICATION OF DEATH OR SERIOUS INJURY OF AN EMPLOYEE

- AUTHORITY:** Administrative Directive  
Board of Supervisors' Resolution No. 77-1297 (Attachment)
- RESCINDS:** Procedure Manual Item 1-3-307, dated 06/19/15
- FORMS:** [County of Orange Employee Death Notification Form](#)
- PURPOSE:** To establish a uniform notification procedure for staff to use in the event of a special incident involving the death or serious injury of an employee.

### I. PROCEDURE:

- A. After appropriate emergency measures have been taken, the discovering employee or the employee first learning of the event will notify the appropriate Probation Division Director as soon as possible by telephone or in person. The Division Director is responsible for notification of his/her Chief Deputy Probation Officer (CDPO). In the event any person in the chain cannot be reached in a timely manner, that person may be temporarily left out of the notification process in order to assure the timely notification to the Chief Probation Officer. This notification will take place when either of the following circumstances occurs:
1. The death of an employee, which in any way arises out of the course and scope of his/her employment with the Probation Department.
  2. The serious injury of any employee, which in any way arises out of the course and scope of his/her employment with the Probation Department.
- B. The Division Director will assume responsibility for developing a notification plan for the employee's family in conjunction with the employee's supervisor.
- C. Notification to Cal/OSHA within eight (8) hours of a serious injury or incident.
1. All fatal or serious injuries and illnesses shall be reported to Cal/OSHA. Staff shall NOT report directly to Cal/OSHA; reports shall be made to the County Safety Officer via the Professional Standards Division (PSD) within eight (8) hours of the incident. **The County Safety Officer** will notify Cal/OSHA on behalf of the County. New civil penalties have been imposed by the State; it is imperative reports be made timely to prevent monetary penalties levied against the Probation Department.
    - a. Cal/OSHA defines a serious injury or illness as:
      - (1) A County employee who is hospitalized for a period in excess of twenty-four (24) hours, other than for medical observation.

- (2) A County employee who suffers any serious degree of permanent disfigurement or amputation of any part of his/her body.
  - (3) A County employee who is killed while in the performance of his/her duties.
- D. The Chief Probation Officer, or his designee, will notify the following in writing no later than twenty-four (24) hours after occurrence:
1. Clerk of the Board of Supervisors (or Chairman if "exceptional" circumstances exist)
  2. County Executive Officer
  3. County Safety Officer
  4. CEO Risk Management
- E. The written notification shall contain the name of the employee, date of death or injury, name of the department, names of any department or County employees with knowledge of the event, and a summary of the event.

**REFERENCES:**

Procedure:	1-3-304	Workers' Compensation (Employee Injuries, Accidents, Blood/Body Fluids Exposure)
	1-4-109	Notification System for Death of a Youth and Other Special Incidents
	1-4-204	Cal/OSHA Safety Inspections and Notification
	3-1-106	Death, Serious Suicide Attempts and Other Serious Incidents Related to Youths in Custody

[County of Orange Safety & Loss Prevention Manual - Document 1004](#)

Policy:	G-8	Injuries and Medical Emergencies
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D. Martinez

**APPROVED BY:**

**RESOLUTION BY THE BOARD OF SUPERVISORS OF  
ORANGE COUNTY, CALIFORNIA**

**August 9, 1977**

On motion of Supervisor Anthony, duly seconded and carried, the following Resolution was adopted:

BE IT RESOLVED that this Board hereby adopts the following policy regarding deaths which may involve officers or employees of the County agencies governed by this Board:

**POLICY**

TO: Agency Directors/Department Heads, County of Orange and all districts and agencies governed by the Board of Supervisors.

SUBJECT: Notification of Death.

PURPOSE: The purpose of this policy is to expeditiously notify the Board of Supervisors in writing of the death of any person which may involve officers or employees of the County or agencies governed by the Board of Supervisors.

It shall be the responsibility of the Sheriff-Coroner and each department head, agency director or other administrative head of the County or any district or agency governed by the Board of Supervisors (hereinafter referred to collectively as "County") to give the notification described below. Only one notification shall be required for an incident, in the event more than one department or agency is involved.

It shall be the duty of said officer to notify in writing, the Clerk of the Board of Supervisors and the County Administrative Officer, and the Risk Management Section of the Personnel Department, within 24 hours of the officer becoming aware of a death of a person referred to hereinafter.

Such notification shall be made during regular working hours and the time for notification shall be extended to include any period of time when said office are not

open for business. The Clerk of the Board of Supervisors shall then notify the office of each member of this Board of Supervisors by delivery of a copy of such notification.

When, in the judgment of the reporting officer, exceptional circumstances exist relative to the death of any person referred to hereinafter, efforts shall be made to immediately notify the Chairman of the Board directly during working hours or otherwise. If the Chairman cannot be reached then any other available Board member should be notified.

Notification shall be made as to the death of:

1. Any officers or employee of County when such death arises out of the course and scope of such employment.
2. Any person who is confined by or whose actions or conduct are supervised or regulated by any officer or employee of County acting in his official capacity and such death is in any way related to such confinement, supervision or regulation.
3. Any other person whose death in any way is related to an accident or other event involving any officer or employee of County when the actions of such officer or employee arise out of the course and scope of such employment.

The notice shall contain the name of the deceased and the date of death, the cognizant County department and the name or names of County or employee with knowledge of the event and a summary of the circumstances thereof.