

NOTIFICATION SYSTEM FOR THE DEATH OF A YOUTH AND OTHER SPECIAL INCIDENTS

- AUTHORITY:** California Code of Regulations, Title 15, Section 1341
Administrative Directive
Board of Supervisors' Resolution No. 77- 1297
California Government Code Section 12525
Guidelines for the Uniform Reporting of Deaths to the Coroner
- RESCINDS:** Procedure Manual Item 1-4-109, dated 09/11/2015 (Recertified)
- FORMS:** Death in Custody Reporting Form (F057-2011)
- PURPOSE:** To establish a uniform notification procedure for staff to utilize in the event of a serious special incident involving youth supervised by this department.

I. PROCEDURE:

- A. After appropriate emergency measures have been taken, the discovering employee will notify as soon as possible by telephone or in person the appropriate Probation Division Director who is responsible for notification of his/her Chief Deputy Probation Officer. In the event that any person in the chain of command cannot be reached in a timely manner, that person may be temporarily left out of the notification process in order to assure the Chief is notified in a timely manner. This notification will take place whenever either of the following circumstances occurs:
1. The death of a youth which is in any way related to the supervision or custodial status of that youth;
 2. It appears a staff member, or person contracted by Orange County to provide care for youth, committed a criminal act which affects the welfare of a youth under Probation supervision or in custody (to be evaluated to see if it meets child abuse report requirements).
- B. In the case of the death of a youth as described in Section A.1, the Division Director will assume responsibility for developing a notification plan for the youths' parents consistent with Sheriff-Coroner procedures and in conjunction with the Probation Officer.
- C. In either of the above cases, the Chief Probation Officer or his designee will notify the Orange County Juvenile Justice Commission (JJC) Chairman or the JJC office within 24 hours excluding weekends or holidays of the special incident.
- D. In the case of the death of a youth described in Section A.1 above, the Chief Probation Officer or his designee will also, no later than 24 hours, notify in writing:

1. Sheriff-Coroner
 2. Presiding Judge of the Juvenile Court
 3. Departmental Safety Officer
 4. County Risk Management
 5. Clerk of the Board of Supervisors (or Chairman if “exceptional circumstances”)
 6. County Executive Officer
- E. Officer involved or in custody deaths require the following notification: (See PMI 3-1-106 for details)
1. Sheriff-Coroner – immediately by telephone with a written report to follow within eight hours
 2. Orange County Child Death Review Team - immediately by telephone with a written report to follow within eight hours (via Presiding Judge of the Juvenile Court)
 3. The District Attorney as soon as a member of the District Attorney’s Office is on duty with a written report to follow within 24 hours. In the event of an officer involved death the appropriate Director/CDPO will contact the District Attorney call-out team immediately.
 4. The Presiding Judge of the Juvenile Court, in writing within 24 hours
 5. The Chairman of the Juvenile Justice Commission, in writing within 24 hours
 6. The Departmental Safety Officer, in writing within 24 hours
 7. County Risk Management, in writing within 24 hours
 8. Clerk of the Board of Supervisors, in writing within 24 hours (or Chairman immediately, if “exceptional circumstances”)
 9. The County Executive Officer, in writing within 24 hours
 10. The Director of the Board of State and Community Corrections within 10 days. (see PMI 3-1-106 for details - in custody only)
 11. The California Department of Justice within 10 days (see PMI 3-1-106 for details - in custody only)

REFERENCES:

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| Procedures: | 2-1-004 | Child Abuse Reporting Responsibilities of Deputized Probation Staff |
| | 3-1-106 | Death, Serious Suicide Attempts and Other Serious Incidents Related to Youth in Custody |
| | 3-1-112 | Child Abuse Reporting and Investigation Responsibilities of Deputized Probation Staff |
| Policies: | F-10 | Medical Examination and Treatment for Juveniles |
| | G-8 | Injuries and Medical Emergencies |

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APPROVED BY: