3-04/050.20 - Corrective Action Plan Process, Review, and Approval

When Risk Management Bureau receives a request for a Corrective Action Plan (CAP) and a Summary Corrective Action Plan (SCAP), it will be forwarded to the concerned division chief and unit commander. The division and/or unit needs to assess and evaluate the incident and then complete a CAP and SCAP. Once approved by the concerned division chief and unit commander, the CAP and SCAP shall be forwarded to Risk Management Bureau within 30 days of the request. Risk Management Bureau will process the final document and then forward it to the Chief Executive Office for final distribution.

Since the Los Angeles County Board of Supervisors and Chief Executive Office have imposed strict deadlines on the submission of Corrective Action Plans, immediate attention to these documents is imperative. After the documents are submitted to the county, the approval process begins.

A concerned division executive will be responsible for attending the Claims Board and Public Safety Cluster Agenda Review (CAR) meetings to present and justify the actions in the CAP. The CAP will then be forwarded to the Los Angeles County Board of Supervisors for final approval.