

## Chapter IV - Reporting Procedures

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### • Section 1 - Reporting Procedures

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#### • • 4-01-010 Non-employee Injury Reporting

### 4-01-010 Non-employee Injury Reporting

**Effective Date:** 01-30-98

**Revision Date:** 12-01-20

**Review Date:** 12-01-22

**Reference:** MPP 4-19/015.00

#### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures to be followed by Pitchess Detention Center (PDC) South Facility personnel in the event a non-employee is injured while on County property.

#### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

#### **ORDER:**

When a non-employee is injured while in the confines of the South Facility on PDC ranch property, the injury will shall be reported on the Department Complaint Report (SH-R-49) and Non-employee Injury Report (SH-A-668).

The Non-employee Injury Report will shall be referred to in the body of the SH-R-49 by stating "see SH-A-668 attached." A copy of SH-A-668 will shall be attached to the original Complaint Report SH-R-49, which will shall be turned into the watch sergeant. A log entry will shall be made by desk personnel.

The secretaries will Operations personnel shall distribute copies in accordance with existing instructions.

Note: In the event of serious injury or fatality, the watch commander will shall notify at once:

CARL WARREN & COMPANY

[REDACTED TEXT]

(Address and telephone number verified as current as of 2/16/2010 **12/01/2020**)

INJURIES OF CIVILIAN INMATE VISITORS WHILE ON PDC PROPERTY

In instances where **if a** civilian inmate visitors **visitor** alleges **they** sustained an injury while on PDC property, the visiting sergeant will **shall** ensure that their statements/injuries are recorded on videotape.

NOTE: If an incident/injury occurs at the Dr. Elmer T. Jaffe Visitor Center (**main visiting area**) or on a contracted bus used for visitor transportation, South Facility visiting personnel shall assume responsibility for the appropriate paperwork. Personnel should **shall** be reminded to use the appropriate Reporting District (2611) if the injury occurs at the Main Visiting Facility **main visiting area**, and the report should **shall** indicate that it is a "Courtesy report for Santa Clarita Station."

WORK RELEASE INMATE INJURED

**Injuries involving an inmate on work release shall be H** handled as a Department employee injury, including a full investigation.

NOTE: The inmate's social security number must **shall** be placed in box #8 of the SH-AD-92; all additional reports shall also bear the inmate's social security number. Occupation Stat Code 706 — Injury or illness, Work Release Inmate.

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**Revision Date 12/01/20**

**01/30/98 SOUF**

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