

## **Non-Employee Injury Reporting #0023**

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures to be followed by Fire Camp Training Unit personnel in the event a non-employee is injured while on County property.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to the Fire Camp Training Facility.

### **ORDER:**

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

The Non-employee Injury Report will 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 be attached to the original Complaint Report, which will be turned into the Camp Sergeant. A log entry will be made by Inmate Fire Training Facility personnel.

The secretaries will distribute copies in accordance with existing instructions.

Note: In the event of serious injury or fatality, the Watch Commander/Camp Sergeant will notify at once:

CARL WARREN & COMPANY

P.O. Box 116

Glendale, CA 91209-0116

PHONE: (818) 247-2206

(Address and telephone number verified as current as of 2/16/2010)

### **INJURIES OF CIVILIAN INMATE VISITORS WHILE ON INMATE FIRE TRAINING FACILITY PROPERTY**

In instances where civilian visitors allege they sustained an injury while on Inmate Fire Training Facility property, the Camp Sergeant will ensure that their statements/injuries are recorded on videotape.

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