

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.
