

**ORANGE COUNTY SOCIAL SERVICES AGENCY**

**ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

**Subject:** Client Death/Serious Incident Notification Dependent Children and Voluntary Supervision Cases **Number:** D 9

**Approved:** Signature on file **Date:** 05-30-03

**POLICY**

- A. All Social Services Agency personnel shall be responsible for complying with the notification process prescribed in this P&P.
  - B. The Director of Children & Family Services, or his designee, shall be responsible for reporting a death or serious incident to the presiding Judge of the Juvenile Court and the Chairman of the Juvenile Justice Commission.
  - C. The Agency Director, or his designee, shall be responsible for reporting a death to the CEO and the Clerk of the Board of Supervisors.
  - D. C&FS staff assigned to a case when a serious incident or the death of a client occurs are to notify the Juvenile Court by completing an Ex-Parte Application and on-line Order within 24 hours of the report of the serious incident or death. If the serious incident or death occurs over a weekend, the Ex-Parte Application and on-line Order should be completed the first business day following the incident.
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