

County of Orange Social Services Agency

Policies and Procedures Manual

Program/Area: Administration

Title: Special Incident Report

Number: F 13

Approved:

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POLICY

The Social Services Agency (SSA) requires that any event that may have a potential negative ramification to the Agency and its stakeholders should be reported using the Special Incident Report (SIR) electronic form available at the SSA Intranet ([Attachment A](#)). The completed SIR shall be immediately submitted by email following Section IV of this procedure. These circumstances may include, but not be limited to:

1. Accident, injury, or death of an employee (SSA Policies & Procedure (P&Ps) [C 19 Reporting Employee Death](#), [C 21 On-the-Job Injury or Illness Reporting](#) or client [D 9 Client Death or Incident Notification](#));
2. Death of a child if their family received social services from Children and Family Services Division in the past (SSA P&P [D 9 Client Death or Incident Notification](#));
3. Death of a child when the death is suspected to be a result of abuse or neglect (SSA P&P [D 9 Client Death or Incident Notification](#));
4. A death or other serious incident involving a client that is under the supervision of SSA;
5. Loss or damage to property, equipment, building, or grounds (SSA P&P [E 1 Loss or Damage of County Funds or Property](#));
6. Loss of Personally Identifiable Information (PII) and other forms of confidential information shall follow SSA P&P [I 7 Loss of Medical Personally Identifiable Information \(PII\) or Other Forms of Confidential Information](#);
7. Threats or assaults against staff (SSA P&P [C 38 Appropriate Response to Workplace Violence](#));
8. Child(ren)/youth(s) related incident, such as aggressive acts towards another client;
9. Breach of building security, bomb threats, suspicious substances (SSA P&P [E 20 Emergency Procedures and Evacuation Plan](#)); or
10. Other incidents of major consequence involving employees or clients.