

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 3.06	<b>PAGES:</b> 1 of 2
	<b>RELATED ORDERS:</b> G.O. <a href="#">3.04</a>	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> December 23, 2015	
	<b>REVISION DATE:</b> December 23, 2015	
<b>CHAPTER:</b> Personnel	<b>SUBJECT:</b> Death or Serious Injury of an Employee	

- I. **PURPOSE:** To establish a policy and procedure for notification to supervisors of the death or serious injury of a Sheriff's Office member or retiree.
- II. **POLICY:** Personnel assigned to the Detention and Corrections (D&C) Division who have information concerning the death or serious injury of any current or retired member shall promptly notify their supervisor. Death or serious injury notification shall be expeditiously passed through the Chain of Command to the Sheriff.

III. **PROCEDURE:**

A. CURRENT MEMBER:

1. Any personnel having information concerning the death or serious injury of any current member of the Sheriff's Office shall promptly notify their supervisor. The supervisor, in turn, shall immediately notify the **Facility Commanding Officer and the D&C Commander** via the Chain of Command.
2. In case of death or serious injury of On-Duty personnel, the supervisor or Watch Commander of the employee's assigned unit shall immediately notify the **Facility Commanding Officer and the D&C Commander** via the Chain of Command.
3. Notification shall be expeditiously passed via the Chain of Command to the Sheriff.
4. The notification shall include:
  - a. Name of member
  - b. Last unit assigned
  - c. Name and location of hospital
  - d. Time, date and location of funeral or alternative arrangements as applicable

B. RETIRED MEMBER:

1. Any personnel having information concerning the death of a retired member shall promptly notify their supervisor. The supervisor, in turn, shall immediately notify the **Facility Commanding Officer and the D&C Commander** via the Chain of Command.

2. Notification shall be expeditiously passed via the Chain of Command to the Sheriff.
  3. Information desired, if available, is as follows:
    - a. Name of member
    - b. Unit assignment at the time of retirement
    - c. Time, date and location of funeral or alternative arrangements
- C. CHAIN OF COMMAND: All reporting and notifications of the death or serious injury of a current or retired member shall be made via the Chain of Command as indicated below:
1. Employee
  2. Supervisor/Sergeant
  3. Watch Commander/Lieutenant
  4. Commanding Officer
  5. Division Commander
  6. Division Commander Management Services
  7. Undersheriff
  8. Sheriff
- D. Notifications of the death or serious injury to a current or retired member shall be made pursuant to General Order [3.04](#), "Notification Procedure For Death or Serious Injury."