

## **APPENDIX E – Update 4/8/2015**

### **Law Office of the Public Defender Incident Investigation Recordkeeping & Reporting Procedures**

Incident Investigation Power Point is here as well. All new supervisors should review the power point and return the acknowledgement to the Loss Control Coordinator.

- On the home page, click on Employee Links Policies, scroll down to Safety then click on Loss Prevention and Safety. The Incident Investigation training is in the training section.

The Incident Investigation forms are on the LOPD website. Go to Safety, then click on Incident Investigation for the forms:

- Accident Investigation Form;
- Supervisor Incident Report;
- Witness Statement

Review the Incident Investigation Power Point annually and return acknowledgement to the LOPD Loss Control Coordinator.

- This has not yet been fully implemented. District Defender's and Managing Attorneys were directed to the training on 3/20/2015 however, there has not been completed. Cooperation by supervisors regarding the incident investigation training has been spotty.

Need additional information regarding what gets investigated and what to do with the investigations.