



Policy Title Reporting, Investigation, Response Policy		
Control Number SC011	Policy Date 05/05/2025	Revision Date New

Purpose

To establish the responsibility, requirement, and policy for reporting, investigating, and response planning of all work-related incidents and legal matters.

Scope

- All Scotland County employees and governing body.
- Non-Employees (clients, customers, visitors, vendors, etc) conducting business on County property.

General Statement

All Employees will report incidents immediately to the Supervisor, Manager, or Department Head on duty. Department Heads report to the County Manager for a team approach of investigation and response.

Policy Requirements

Any incident may be reported to the County Manager when the Department Head feels the County Manager should be aware or a team approach would be beneficial. The following types of incidents shall be reported to the County Manager immediately upon occurrence and/or discovery using the Attorney-Client privileged reporting form:

- Fatalities on Scotland County property;
- Fatalities that can be linked to Scotland County employment;
- Injuries requiring medical treatment away from scene;
- Workplace violence or potential violence coming into workplace;
- Sexual assault, harrassment, discrimination accusations/claims;
- Potential for civil suit or criminal charges;
- Civil/criminal charges filed against an individual employee, Department or County
- Release of a hazardous substance;
- Suspected and/or confirmed misuse of county equipment;
- Significant damage to county equipment;
- Suspected and/or confirmed misuse of funds;
- Financial cost/loss to organization;
- Negative, or the potential for negative, media coverage;
- Adverse or negative social media posts by employees;
- Activation of Emergency Operation Center;
- Other occurrences a reasonable person would consider severe and reportable.

Employees shall report to the Supervisor, Manager, or Department Head on duty immediately, or as soon as safely possible, and participate in completion of all necessary paperwork to properly record the event. Department Heads shall report to the County Manager at the time of notification, regardless of time of day or day of the week.

Upon notification, the County Manager will determine if any investigation is warranted beyond routine incident investigation. When appropriate, the County Manager will pull together a



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response team of staff and professionals to discuss the information reported and make recommendations for next steps. These may include:

- Reporting incidents to Claims Management;
- Reporting incidents to Occupational Safety and Health Administration (OSHA) Implementing corrective actions - safety and/or personnel;
- Determining press releases and responses to requests for media statements; Responding to correspondence;
- Responding to requests for information;
- Relaying information to employees;
- Determination of staff privy to information;
- Communicating on with the risk pool;
- Considering other professionals to consult.

As developments occur related to the information reported, all members of the response team are responsible for communication with the County Manager. Team meetings may occur to keep team members apprised of developments and discuss steps moving forward.

Response team members shall not take action without consultation with the county manager.

All documentation related to an incident will be maintained in accordance with Federal, State, and County record retention statutes/policies.

Any questions or further guidance for policy interpretation and implementation should be directed to the Human Resources Director.

Disciplinary

An employee found to have violated this policy may be subject to disciplinary action, up to and including, termination.

Reference

None