


**PLACEMENT
COORDINATING
MEMORANDUM**

No. 2005-06	Page 1
Original Date: January 20, 2005	
Revised Date:	
Approved: 	
Dave Leone, Director Central/Regional Placement	

NOTIFICATION OF DEATH OR SERIOUS INJURY TO A MINOR

Effective immediately: **Regional Placement Deputy Probation Officers, upon receiving information of any minor that has sustained any type of serious injury or death, are to notify their respective SDPOs immediately.** Upon notification, the SDPO must provide the following information to the Regional Placement Director:

- Name of Minor involved in the incident
- Date of Birth
- PDJ Number
- DPO of Record
- Synopsis of the incident
- Current status and location of the minor

The incident will then be reported to the Juvenile Field Services Bureau Chief by the Regional Placement Director.