
Major Incident Notification

358.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

358.2 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police and the affected Division Commander. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Homicides
- Traffic accidents with fatalities
- Officer-involved shooting - on or off duty (see Officer-Involved Shootings and Deaths Policy for special notifications)
- Significant injury or death to employee - on or off duty
- Death of a prominent City of Elk Grove official
- Arrest of a department employee or prominent City of Elk Grove official
- Aircraft crash with major damage and/or injury or death
- In-custody deaths

358.3 WATCH COMMANDER RESPONSIBILITY

The Watch Commander is responsible for making the appropriate notifications. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Watch Commander shall attempt to make the notifications as soon as practicable. Notification should be made by calling the home telephone number first and then by any other available contact numbers.

358.3.1 STAFF NOTIFICATION

In the event an incident occurs described in the Major Incident Notification Policy, the Chief of Police shall be notified along with the affected Division Commander and the Detective Lieutenant if that division is affected.

358.3.2 DETECTIVE NOTIFICATION

If the incident requires that a detective respond from home, the immediate supervisor of the appropriate detail shall be contacted who will then contact the appropriate detective.

358.3.3 TRAFFIC BUREAU NOTIFICATION

In the event of a traffic fatality or major injury, the Traffic Sergeant shall be notified who will then contact the appropriate accident investigator. The Traffic Sergeant will notify the Traffic Lieutenant.

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358.3.4 PUBLIC INFORMATION OFFICER (PIO)

The Public Information Officer shall be called after members of staff have been notified that it appears the media may have a significant interest in the incident.

358.3.5 VEHICLE ACCIDENTS INVOLVING CITY EMPLOYEES

The Communications Center shall notify the following:

- Traffic Sergeant who will notify:
 - Response team and Traffic Commander

- Professional Standards unit who will notify:
 - Risk Management

- EGPD Public Information Officer who will notify:
 - City PIO, Police Officer's Association (if Police employee), Peer Support (if Police employee)

- Chaplain
- Public Works

The Watch Commander shall notify the following:

- Captain who will notify:
 - Assistant Chief of Police and/or Chief of Police
 - (Chief of Police will notify City executive staff as appropriate)

358.3.6 VEHICLE ACCIDENTS INVOLVING GREAT BODILY INJURY OR DEATH

The Communications Center shall notify the following:

- Traffic Sergeant who will notify:
 - Response team and Traffic Commander

- Professional Standards unit who will notify:
 - Risk Management

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- EGPD Public Information Officer who will notify:
 - City PIO
- Chaplain
- Public Works (if appropriate)

The Watch Commander shall notify the following:

- Captain who will notify:
 - Assistant Chief of Police and/or Chief of Police
 - (Chief of Police will notify City executive staff as appropriate)

358.3.7 MAJOR INCIDENTS REQUIRING A LARGE NUMBER OF OFFICERS, POTENTIAL OR ACTUAL DISASTER OR AN INCIDENT COMMAND

The Communications Center shall notify the following:

- Detective and/or Traffic Sergeant as appropriate who will notify:
 - Response team and Bureau Commander
- Professional Standards unit who will notify:
 - Risk Management
- EGPD Public Information Officer who will notify:
 - City PIO
- Chaplain

The Watch Commander shall notify the following:

- Captain who will notify:
 - Assistant Chief of Police and/or Chief of Police
 - (Chief of Police will notify City executive staff as appropriate)

358.3.8 ANY ARREST OF A CELEBRITY OR EVENTS LIKELY TO DRAW HIGH-LEVEL MEDIA ATTENTION

The Communications center shall notify the following:

- EGPD Public Information Officer who will notify the following:
 - City PIO

The Watch Commander shall notify the following:

- Captain who will notify:
 - Assistant Chief of Police and/or Chief of Police
 - (Chief of Police will notify City executive staff as appropriate)

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358.3.9 AN ARREST OF ANY CITY EMPLOYEE

The Communications Center shall notify the following:

- Professional Standards unit who will notify:
 - Risk Management
- EGPD Public Information Officer who will notify:
 - City PIO, Police Officer's Association (if Police employee)

The Watch Commander shall notify the following:

- Captain who will notify:
 - Assistant Chief of Police and/or Chief of Police
 - (Chief of Police will notify City executive staff as appropriate)

358.3.10 PURSUITS ENDING IN GREAT BODILY INJURY OR DEATH

The Communications Center shall notify the following:

- Traffic Sergeant who will notify:
 - Response team and Traffic Commander
- Professional Standards unit who will notify:
 - District Attorney's Office and Risk Management
- EGPD Public Information Officer who will notify:
 - City PIO, Police Officer's Association
- Chaplain
- Peer Support

The Watch Commander shall notify the following:

- Captain who will notify:
 - Assistant Chief of Police and/or Chief of Police
 - (Chief of Police will notify City executive staff as appropriate)

358.4 FAMILY NOTIFICATIONS (POLICE EMPLOYEE INJURY OR DEATH)

It will be the responsibility of the service area Lieutenant to coordinate notification with the following individuals prior to making contact with an employee's family in the event of an employee involved serious injury or death. Notification to the family shall be done as soon as possible.

- Chief of Police
- Assistant Chief of Police
- Chaplain

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- Police Officer's Association