

## Major Incident Notification

### 327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the East Palo Alto Police Department in determining when, how and to whom notification of major incidents should be made.

### 327.2 POLICY

The East Palo Alto Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

### 327.3 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 are the incidents that focus on notification to the City Manager and/or Council. A member handling any of the listed incidents shall notify their Supervisor as listed below. Once the Supervisor is notified, they shall notify their Division Commander or Administrative Services Manager. After contacting the Chief of Police, the Division Commander or Administrative Services Manager member shall send a text to the Chief of Police providing a synopsis of the incident that can be forwarded to the City Manager and/or Council. The text shall not include any confidential information or any information that could compromise the investigation.

The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Gunfire when an occupied house or car is struck
- Shootings
- Stabbings
- Traffic collisions involving fatalities, possible fatalities, or collisions involving department vehicles
- Officer Involved shootings
- Hostage or Barricaded suspects
- Officer arrested on or off duty
- Major Fire (three alarms or greater)
- Explosion of a destructive device
- Hazardous material incident
- Aircraft crash
- Sniper

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- Riot, insurrection or potentially violent demonstration
- Any unusual event that could be of interest to the City Manager, Council, or the media.

### **327.4 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 primary contact telephone number first and then by any other available contact numbers.

#### **327.4.1 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 Division Commanders.

#### **327.4.2 DETECTIVE NOTIFICATION**

If the incident requires that an off duty detective respond, the Investigations Division Commander shall be contacted who will then contact the appropriate detective.

#### **327.4.3 MAIT TEAM NOTIFICATION**

In the event of a traffic fatality or major injury, the Patrol Commander shall be notified who will then contact the appropriate accident investigator(s).

#### **327.4.4 PRESS 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.

### **327.5 NOTIFICATION PROCEDURE**

**Patrol Division:** Any officer responding to one of the below listed incidents shall notify the Watch Commander. It is the responsibility of the Watch Commander to notify the Division Commander who will notify the Chief of Police.

**Criminal Investigations Division:** Any Detective responding to one of the below listed incidents shall notify their Division Commander. It is the responsibility of the Division Commander to notify the Chief of Police.

**Administration/Records:** Any member that learns of one of the below listed incidents shall notify the Records supervisor. It is the responsibility of the Records Supervisor to notify the Administrative Services Manager (ASM) and the ASM is responsible for notifying the Chief of Police.

**Professional Standards Unit:** When the Professional Standards Unit Sergeant learns of one of the above listed incidents, they shall notify the Chief of Police.