3-10/470.00 - Communications and Rumor Control

The Homicide Bureau lieutenant is responsible for updating the concerned unit commander concerning significant developments of any Homicide Bureau investigation. He is also responsible for providing information to the Sheriff's Headquarters Bureau to allow timely notification of the media.

The concerned unit commander, once he has been briefed by the Homicide lieutenant, is responsible for the timely notification of his area commander, division chief or division director, the assistant sheriff, and the Sheriff or his executive assistant.

The Homicide Bureau is responsible for preparing a comprehensive memo concerning the facts of the incident. This memo shall be directed to the Sheriff from the chief of the Detective Division. Distribution will be made to major Department executives, IID Headquarters, the IAB unit commander, and the concerned divisions. This memo shall be available at the beginning of the next business day following the shooting. The information shall be simultaneously furnished to the Sheriff's Headquarters Bureau, which is responsible for preparing Department messages to all units for rumor control.