

## 4-07/010.00 Notification and Reporting of Significant Incidents

All significant incidents shall be reported to the Division/Department executives. A memorandum is required to the respective Division chief from a unit commander and/or a memorandum from the respective Division chief to the Sheriff. This memorandum shall be typed, approved by the unit watch commander and E-mailed to the respective Division chief and the area commander without delay. The purpose of the memorandum is to immediately inform the Division and Department executives of all incidents, actions, and/or events beyond the normal scope of routine operations.

Reference to the "Significant Incident Notification Matrix" may assist personnel in determining those events to be reported. Significant incidents include, but are not limited to:

- Death or serious injury of any Custody Services Division employee (on or off duty)
- Employee relieved of duty
- Officer-involved shooting (on or off duty)
- In-custody inmate deaths (natural, accidental, homicide, suicide)\*
- Attempted suicides, where the inmate was transported to the hospital\*
- Major disasters at any Custody Services Division facility\*
- Riots or major inmate disturbances (require a Department Log Entry). Minor inmate disturbances do not require a Department Log entry\*
- Category 3 Force incidents\*
- The application of any of the following to a pregnant inmate:
  - Leg shackles
  - A "Ripp Hobble"
  - The Total Appendage Restraint Procedure (TARP)\*
- Escape or attempted escape\*
- Major mechanical failure causing a serious disruption at any Custody Services Division facility\*
- Special Weapons Team responses
- Any significant incident (visit or arrest) involving a contract city, elected official, foreign official, consular, dignitary, or person of notoriety
- Facility inspections by other county or government agencies\*
- Local court decisions affecting any Custody Services Division facility (housing, injunctions, suits, etc.)
- Interviews by news media
- Any incident of significant risk management liability\*
- Off duty incidents
- Erroneous releases
- Mattress sleepers

\*In the event of the above significant incidents marked with an (\*) occur in any facility within the Custody Services Divisions, the watch commander (or designee) shall notify Custody Support Services (CSS), within thirty (30) minutes from the time of occurrence, via telephone [REDACTED TEXT], Monday through Friday during the normal business hours or by contacting Sheriff's Headquarters Bureau via telephone [REDACTED TEXT] after the normal business hours.

If the significant incident occurs during the evening or early-morning hours, or during a weekend/holiday period, the report/memorandum shall be delivered to the respective Division chief's office prior to 0830 hours the following business day.

The concerned unit's watch commander shall also initiate the following actions in response to a significant incident:

- Notify all Custody unit commanders via computer E-mail system in the event of a riot or major inmate disturbance
- Initiate E-mail to appropriate units, including the respective Division chief's office
- Telephonically notify the concerned area commander prior to sending the required memorandum

### Minor Inmate Disturbances

It is not necessary to report minor inmate disturbances for inclusion in the Department Operational Log. However, minor inmate disturbances shall be recorded in the facility log. Notification of the incident to the area commander and the respective Division chief by memorandum is required.

SIGNIFICANT INCIDENT NOTIFICATION MATRIX									
Refer to CDM 4-07/010.00 Notification and Reporting of Significant Incidents									
USE THIS MATRIX AS A GUIDE ONLY!	REFERENCE	UNIT COMM	DEPT OPS LOG	CUST DIV OPS LOG	PTD IAB	DUTY COMM	CSS	CISU	OTHER
Allegation of Sexual Harassment/Hostile Work Environment	MPP 3-01/030.72	**							OCRC
Any significant off duty incidents	MPP 3-01/050.30	**	*	*					
Arrest or detention of Departmental personnel	Admin Investigation Handbook p35	**	Confidential			*			
Attempt suicides	MPP 4-22/050.00; CDM 5-01/050.00	*		*			*, **		
Bomb threat	MPP 5-06/080.00	*	*	*			*		
Calculated cell extraction	CDM 5-05/080.00	**		*		*	*		
Deceased employee	MPP 3-02/060.00; MPP3-02/060.05	**	*	*		*			
Deputy injured or killed as a result of a gunshot	MPP 4-22/027.00; MPP 5-09/434.05	**	*	*	*	*			
Earthquake	MPP 5-06/000.15	**		*					
Emotional instability	MPP 3-02/040.50	**							ESS/H&S
Employee involved in family violence and/or TRO	MPP 3-01/030.19	*							
Employee relieved of duty (auth. by unit cmdr. or above)	MPP 3-04/020.10	**	Confidential		*	Confidential			
Erroneous release	MPP 4-08/015.00	**	*	*		*	*		
Escapes and attempt escapes	MPP 5-03/185.10; CDM 5-05/060.00	**	*	*		*	*, **	**	
Evacuation	CDM 3-14/040.00	**	*	*		*	**		
Facility inspections by other County or government agency	CDM 4-07/010.00	*	*	*			*		
Fire	CDM 3-14/040.00; CDM 3-14/050.00, CDM 3-14/070.00	**	*	*			**		
HazMat	CDM 3-15/010.00	**	*	*			*		
Hostage/Barricade	MPP 5-06/110.00	**	*	*		*	*, **	*	
Incidents that would be of interest to Dept. Exec.'s	MPP 4-01/100.25	**		*			*		
In-custody deaths (natural, accidental, homicide, suicide)	MPP 5-03/180.05; CDM 4-10/050.00; CDM 5-10/050.00	*, **	*	*	*	*	*, **		MSB
Inmate disturbance/riot	CDM 4-01/020.00; CDM 4-07/010.00	**	*	*		*	*, **	**	
Interview of Department personnel by the media	MPP 3-01/080.00; MPP 5-06/000.35	**	*	*			*, **		
Major mechanical failure causing a serious disruption	CDM 4-07/010.00	**	*	*			*, **		
Officer involved shooting (on or off duty)	MPP 5-09/434.05	**	*	*	*	*			
Power failure	CDM 4-07/010.00			*			*		
Significant force incident that requires a response	MPP 5-09/430.00; MPP 5-09/434.05	**		*	*			*	CFRT
Sexual related crime involving an inmate	CDM 4-07/010.00; CDM 4-07/015.00						*	**	

\* E-MAIL/MEMORANDUM

\*\* IMMEDIATE NOTIFICATION

\*\*\* IMMEDIATE NOTIFICATION IF ADMITTED

