

Station Order 17-013: Notifications Matrix

The purpose of this order is to standardize the station process of notifications to me as circumstances or incidents rise to specific levels of understanding that necessitate the advising of such situations. The attached matrix is a guide and the seriousness of the situation will require reasonable thought to the **expediency and frequency** of required notifications.

The Department Policy and Procedures identify a multitude of notifications relating to Case Management, Emergency Disaster, Force incidents and etc. This order coincides with those mandates.

Notifications can be personal or electronic depending upon the priority and urgency of the circumstance or incident. Applicable methods of notifications are:

- â^™ In person conversation or telephonic,
- â^™ Voice mail,
- â^™ Email,
- â^™ A written memorandum,
- â^™ A written report.

When dynamic circumstances or incidents occur and the evolving environment places public and employee safety at risk, I ask for a direct communication from the watch commander with updated notifications **every 15 minutes**. Examples of dynamic incidents are, but not limited to: barricaded suspects, serious injuries to employees, large brush fires or disasters, neighborhood evacuations, etc. It is incumbent upon the field sergeant to make timely notifications to the watch commander within 5 minutes of arrival when necessary.

WALNUT/DIAMOND BAR STATION NOTIFICATION MATRIX

Use As A Guide Only!! This is for Administrative notifications only. Refer to the Case Assignment Manual for Mandated Department Notifications.

Walnut/ Diamond Bar Sheriff Station Unit Orders : Station Order 17-013: Notifications
Matrix

| | Capt | City Mgr | Chief Memo | Ops Log | Area/Duty CMDR | Code20 Wal/Db SHB | KEY |
|--|------|----------|------------|---------|----------------|-------------------|--|
| Accidental Discharge by Deputy | X | | X | X | OPT | | X - Must Notify ** - By Homicide OPT - Optional Based on Circumstances In City - Respective City Manager SHB - By SHB |
| ADW w/Gunshot or Serious Injury | X | In City | X* | | | | |
| Any Media Interest | X | In City | OPT | | | | |
| Armed Robberies | X | In City | | | | | |
| Code 3 Response/Pursuit w/TC | X | In City | X | X | OPT | | |
| Confirmed Explosive Device | X | In City | X | X | | SHB | |
| Deputy Killed or Major Injury (on or off duty) | X | In City | X | X | X | SHB | |
| Disaster or Riot | X | In City | X | X | | | |
| Employee Relieved of Duty | X | | X | X | | | |
| Escape | X | | X | X | | | |
| Fatal Traffic Collision or Serious Injuries | X | In City | X | | | | |
| Hazardous Material Spill | X | In City | X | OPT | | | |
| Homicide | X | In City | X | ** | | SHB | |
| Human Interest Story | X | In City | | OPT | | OPT | |
| IAB Force Team Response | X | | X | | | | |
| Inmate Death | X | | X | X | X | SHB | |
| Interview by Media - Major Issue or Incident | X | In City | X | X | | | |
| Kidnaping | X | In City | X | X | | SHB | |
| Notification or Involvement of Command Level Personnel | X | | X | | | | |
| Major WAL Response - Other Area | X | | X | OPT | OPT | | |

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|--|---|---------|-----|-----|-----|-----|
| Person Dead - Suspicious Circumstances | X | In City | X | ** | | SHB |
| Phase II Critical Missing | X | In City | | | | |
| Shots Fired by Deputy | X | In City | X | X | X | SHB |
| Significant Incident or Issue Impacting Station or Department | X | OPT | OPT | OPT | OPT | OPT |
| Significant Incident Involving Contract City or Any Elected Official | X | In City | X | OPT | OPT | SHB |
| Special Weapons Team Response | X | In City | X | X | X | SHB |
| Station Inspection by Other Governmental Agency | X | | | X | | |
| Traffic Collision - Deputy Involved | X | | X | OPT | | |