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.

	Capt	City Mgr	Chief Memo	Ops Log	Area/Duty CMDR	Code20 Wal/Db SHB
Accidental Discharge by Deputy	X		X	X	OPT	
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	

KEY

X -Must Notify

** - By Homicide

OPT - Optional Based on Circumstan

In City - Respective City Manager

SHB - By SHB

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		