06-01 WATCH COMMANDER NOTIFICATIONS

761551 N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: April 11, 2006

FILE NO.

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: WATCH COMMANDERS,
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 06-01**

WATCH COMMANDER NOTIFICATIONS (Revised)

Purpose of Directive:

The purpose of this directive is to establish a guideline for Station Watch Commanders regarding proper notifications related to significant incidents or events within the Carson Station policing area. It is also the purpose of this directive to establish station-specific procedures regarding notifications, accountability, and documentation of the notifications after they have been made.

Scope of Directive:

All station Lieutenants and Sergeants who work as the Station Watch Commander and have the necessity to make notifications via: phone or in person, are affected by this policy and are accountable for its contents.

Watch Commanders Responsibilities:

Effective immediately, it shall be the responsibility of each Lieutenant or Sergeant who work any

shift as the Station Watch Commander, to make proper notifications via: phone or in-person, anytime a significant incident or event occurs within the Carson Station policing area. This would also encompass events or incidents that might impact our policing area even though no specific incident has yet occurred. If in doubt, make the notifications. For the purposes of this directive, "Notifications" means anytime the necessity exists to contact and inform certain personnel from State or Local Governments, the City of Carson, County officials, Department members (which includes the Captain) or other appropriate entities regarding a significant incident or event.

The following list of examples has been included to show incidents and events that would require notifications 7 days a week at all hours.

- Serious felony crimes (such as a gun shot victim or murder)
- Noteworthy media events

CARSON STATION MANAGEMENT DIRECTIVE 06-01 **April 11, 2006**

WATCH COMMANDER NOTIFICATIONS

-2-

- Serious employee injuries
- Force incidents with injuries
- City related incidents or issues

    1. Any incident involving a City employee, Mayor, or City Council member (this includes family members).
    2. Any incident involving major damage to City property.
    3. Any incident Involving evacuations and the displacement of people within the City.
    4. Any serious hazardous material incident or industrial accident
    5. Any situation that implicates the City of Carson

- Fatal or serious injury traffic collisions (includes County or City employees)
- Any serious incident or event within a public venue such as the "Home Depot Center" or the "South Bay Pavilion"
- Any other significant police incidents not already covered in these examples

Each person working as the Watch Commander should bear in mind that common sense and discretion should play a part in not only knowing who to notify, but when they should be notified. **If in doubt make whatever notifications you deem necessary.** No one will ever be questioned or reprimanded for making a notification in good faith.

The following examples have been included regarding who to notify during significant incidents or events. In addition, a City of Carson notification matrix is attached.

- Always notify the Station Captain if notifications are necessary (always attempt to complete this notification as a first step)
- Notify the City of Carson contact person during or after most incidents or events. An example of when you **would not** notify would be as follows:

    1. The situation is Department related only and does not meet a serious enough threshold to justify notification, such as a minor traffic collision involving a deputy, no injuries.
    2. The incident or event occurred in a County area.
    3. The information is so sensitive in nature that people's lives or an investigation could be placed in jeopardy

CARSON STATION MANAGEMENT DIRECTIVE 06-01 April 11, 2006

WATCH COMMANDER NOTIFICATIONS

-3-

- Most notifications which required the Station Captain to be notified will also require a Departmental "Chiefs" memorandum. This is an informal memorandum which is e-mailed and requires no other notification at the administrative level. The memorandum is to be sent to FOR 11, Chief s Memos, and carbon copy to the Captain, the Operations Lieutenant, and the Operations Sergeant. This is in addition to the Watch Commanders log entry
- Notify any other Government agency or entities at any level if they are directly affected and have a need to know
- Make all Departmental notifications as directed by Department policy (internal notifications) and procedures

Additional Clarifying Information

If a significant incident or event has been placed in the Watch Commander's log, there should have been a notification or series of notifications to go with it, not excluding a "Chiefs" memo in most cases. If the notification is made to the Captain and he or she instructs you otherwise, then that would be the only time you should deviate from the concept of this directive.

TSR:OV:BAC:bac