

## Unit Order 26 - Notifications

### **PURPOSE:**

INFORMATION DISSEMINATION - The following order has been established in an effort to standardize and simplify the dissemination of information from West Hollywood Station to Sheriff's Headquarters Bureau, The Region 11 Chief, West Hollywood City Officials, Media Representatives, and the General Public.

### **SCOPE:**

The order shall take effect immediately and shall be strictly adhered to by all personnel having to notify and report significant incidents.

### **ORDER:**

Sheriff's Headquarters Bureau is the primary unit responsible for the dissemination of information to the press ( Refer to M.P.P. 2-04/100 ). S.H.B. should be consulted in regards to any contact with the press. As always, non-designated personnel are cautioned against making statements to the news media.

#### CODE 20 INFORMATION TO SHERIFF'S HEADQUARTERS BUREAU

"Code 20" is a radio code meaning, "Notify News Media." Normally, information for "Code 20's" only, will concern human interest type occurrences which do not require operational log entries. Conversely, an operational log entry is not an automatic press notification (Refer to F.O.D. 86-11).

Any unit may issue a Code 20. After informing the Watch Commander, the Watch Sergeant shall notify S.H.B., giving them all available details. If requested by the Watch Commander, S.H.B. will send a representative to assist with press inquiries.

The final decision in issuing a Code 20 is at the station level however, if you have any **doubts**, telephone S.H.B. immediately and discuss the situation with them.

#### DIVISION CHIEF NOTIFICATION

The Shift Watch Commander is responsible for promptly notifying the Unit Commander and S.H.B. of unusual incidents requiring an Operational Log entry. In sum, based on the information received, S.H.B. will determine if the Division Commanders and Division Chief will be notified. The Division Chief must be advised of important events immediately so that he can be prepared to discuss them with other Department executives.

If the incident does not require immediate notification, the Shift Watch Commander will at a minimum notify the Unit Commander, Division Commanders, and Division Chief via E-Mail ( This is done in lieu of the written "Chiefs Memorandum"). The E-Mail should include a brief overview of the significant incident including basic facts, and then updated when more current information is obtained. This E-Mail should be sent as soon as possible.

#### WEST HOLLYWOOD CITY OFFICIALS

In the event of a significant incident which would involve the notification of the city's representative, the

following procedure shall be followed:

Notify the City Manager and Public Safety Community Services Manager immediately by phone and e-mail at West Hollywood City Hall, after notification to the Watch Commander. If he is not available leave a message on the voice mail system. Continue to call on the City phone and personnel cell, once an hour. Notify the City's Public Information Officer as directed by the City Manager or Unit Commander.

## MEDIA REPRESENTATIVES

Lieutenants and Sergeants are encouraged to augment our relationships with the local news media in order to enhance the public's perception of our mission and to foster good relationships between the Department, the Media and the community.

During calamitous incidents, special attention should be paid to 409.5 P.C. in regards to the exclusion of the news media from command post areas, and the closure of disaster areas. Conflicts may be addressed by the Sheriff's Headquarters Bureau, the Unit Commander, or the Incident Commander on scene.

Press releases are currently handled by the Detective Bureau Commander, but that does not preclude any supervisor from submitting a press release on an incident that would be of value to our mission.

Primary local print media includes West Hollywood Weekly and the Beverly Press/ Park La Brea News. We are also contacted on a regular basis by City News, K.F.W.B. and K.F.I. Press releases should also be sent to the larger print media, IE. Los Angeles Times and Daily News.

Supervisors are cautioned to refer to M.P.P. 3-09/090.00 for policy regarding the release of information.

## GENERAL PUBLIC

Releasing information to the public and media is mandated by Department Policy and State Law (M.P.P. 3-09/090.00 ). The pressboard and report information including:

- All reports are reviewed by the Watch Commander to determine if the report shall be placed on the pressboard.
- It is maintained by the Supervising Station Clerk and kept in the Watch Commander's office until requested.
- The pressboard is purged monthly by the Watch Commander.

## NOTE:

- Victims and their agents ( Lawyers, Insurance Companies, etc.), can purchase a copy of various traffic and crime reports, but not all reports, (Refer to M.P.P. 3-09/090.00).
- 5150 W.I.C. information shall not be disclosed to the general public or the news media.
- The identity of victims of certain crimes, ie: 261, 264.1, 273a, 273d, 286, 288, and 289 P.C. shall not be disclosed.
- Bank robbery reports should not be posted and the amount stolen shall not be disclosed.

- Information shall not be released when disclosure would endanger the successful completion of an investigation, endanger the safety of an individual involved in the investigation, or if it would reflect the analysis or conclusions of the investigating officer.
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