2005 - 17 NOTIFICATIONS AND REPORTING OF SIGNIFICANT INCIDENTS

PURPOSE OF ORDER

This order updates the policy for initiating the proper unit notifications and reporting significant incidents. Includes e-mail notifications to an area lieutenant and/or the Unit Commander.

SCOPE OF ORDER

This order applies to all Bureau personnel.

ORDER

When incidents occur beyond the normal scope of Bureau operations (as outlined below), the appropriate supervisor shall be notified within a timely manner. The supervisor shall then contact the concerned lieutenant, who will determine and recommend the necessary notifications.

Significant incidents, such as on or off-duty deputy-involved shootings, large narcotics seizures, firearm seizures, or any incident with the potential to attract media, requires

1. An Operational Log entry through the Sheriff's Information Bureau at (213) 229-2222,
2. A memorandum to Division Headquarters and
3. A copy sent to OSS Bureau Headquarters Operations Staff.

Bureau personnel are encouraged to immediately notify an area lieutenant of all noteworthy incidents.