

Major Incident Notification

329.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

329.2 POLICY

The San Leandro Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

329.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police and the affected Division Commander. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Homicides
- Traffic accidents with fatalities
- Train accidents
- Officer-involved shooting - on or off duty (see Officer-Involved Shootings and Deaths Policy for special notifications)
- Significant injury or death to a City employee - on or off duty
- Death of a prominent San Leandro official
- Hate crimes
- Arrest of a department employee or prominent San Leandro official
- Aircraft crash with major damage and/or injury or death
- Barricaded subjects
- In-custody deaths
- Pursuit related collisions
- Use of force requiring hospitalization
- Deployment of the Rescue Vehicle

329.4 WATCH COMMANDER RESPONSIBILITY

The Watch Commander is responsible for making the appropriate notifications. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Watch Commander shall attempt to make the notifications as soon as practicable.

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During normal business hours, the Watch Commander should make notifications via telephone through the chain of command. If the incident occurs after normal business hours, the Watch Commanders should use their discretion on the type of notification.

329.4.1 STAFF NOTIFICATION

In the event an incident occurs described in this policy, the Chief of Police shall be notified through the chain of command.

329.4.2 DETECTIVE NOTIFICATION

If the incident requires that a detective respond from home, the Criminal Investigations Lieutenant shall be contacted who will then contact the appropriate detective.

329.4.3 TRAFFIC BUREAU NOTIFICATION

In the event of a traffic fatality or major injury, the Traffic Sergeant shall be notified who will then contact the appropriate accident investigator.

329.4.4 CRIMINAL INVESTIGATIONS LIEUTENANT (PIO)

The Criminal Investigations Lieutenant shall be called after members of staff have been notified that it appears the media may have a significant interest in the incident.

329.5 COUNCIL NOTIFICATION

At the direction of a Bureau Captain or Chief of Police, the City Council shall be notified of major incidents. These notifications will be made as soon as practical, with limited information that will not jeopardize any investigation.