

# Major Incident Notification

## 358.1 PURPOSE AND SCOPE

Incidents that are of significant nature and that fall into listed criteria require notification to certain Members of this Department. It is critical that staff Members are informed of certain incidents in order to apprise their superiors and properly address inquiries from members of the press.

## 358.2 MINIMUM CRITERIA FOR NOTIFICATION

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

1. Homicides
2. Traffic accidents with fatalities
3. Officer-involved shooting - on or off duty (See Policy Manual § 310.53 for special notifications)
4. Significant injury or death to Member - on or off duty
5. Death of a prominent Orange County official
6. Arrest of Department Member or prominent Orange County official
7. Aircraft crash with major damage and/or injury or death
8. In-custody deaths

## 358.3 DEPARTMENT COMMANDER RESPONSIBILITY

The Department Commander is responsible for making the appropriate notifications. The Department Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Department Commander shall attempt to make the notifications as soon as practicable. Notification should be made by calling the home telephone number first and then by any other available contact numbers.

### 358.3.1 STAFF NOTIFICATION

In the event an incident occurs described in Policy Manual § 358.2, the Sheriff shall be notified along with the affected Commander and the appropriate Investigations Bureau's Captain if that command is affected.

### 358.3.2 DETECTIVE NOTIFICATION

If the incident requires that a investigator respond from home, the immediate supervisor of the appropriate detail shall be contacted who will then contact the appropriate investigator.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

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### 358.3.3 TRAFFIC BUREAU NOTIFICATION

In the event of a traffic fatality or major injury, the Traffic Sergeant shall be notified who shall then contact the appropriate accident investigator. The Traffic Sergeant shall notify the Southwest Operations Division Captain.

### 358.3.4 PUBLIC INFORMATION OFFICER (PIO)

The Public Information Officer shall be called after Members of staff have been notified that it appears the media may have a significant interest in the incident.