

# Major Incident Notification

## 328.1 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.

## 328.2 POLICY

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

## 328.3 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 collisions with fatalities or activating a MART response or CHP call-out
- Officer-involved shooting - on or off duty (see Officer-Involved Shootings and Deaths Policy for special notifications)
- Significant injury or death to employee - on or off duty
- Death of a prominent Santa Monica official
- Arrest of a department employee or prominent Santa Monica official
- Aircraft crash with major damage and/or injury or death
- In-custody deaths
- Occupational deaths
- Serious workplace injuries
- Serious environmental incidents
- Other noteworthy incidents likely to garner media attention

## 328.4 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. Notification should be made by calling the home telephone/cell phone number first and then by any other available contact numbers.

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Additionally, the Watch Commander may, if applicable:

- (a) Immediately notify the Los Angeles District Attorney Command Center at (213) 974# 3607; and
- (b) Provide a callback number and provide basic information about the incident, including the name and location of the employer or potentially responsible party, a brief description of the incident, the name and age of any deceased or injured person(s), the severity of any injury, the manner in which the injury was sustained, and contact information for the employer's safety manager or other responsible person.

#### 328.4.1 EXECUTIVE STAFF NOTIFICATION

In the event an incident occurs described in the Major Incident Notification Policy, the Duty Commander shall be notified along with the personnel identified on the Notification Matrix. The Duty Commander will make additional executive command notifications unless otherwise directed to the Watch Commander.

#### 328.4.2 CRIMINAL INVESTIGATIONS DIVISION NOTIFICATION

If the incident requires that a detective respond from home, the immediate supervisor of the appropriate detail shall be contacted who will then contact the appropriate detective and make additional Criminal Investigation Division command notifications.

#### 328.4.3 STRATEGIC SERVICES DIVISION NOTIFICATION

In the event of a traffic fatality or major injury, the Traffic Lieutenant shall be notified who will then contact the appropriate collision investigator and/or MART. The Traffic Lieutenant will also make any additional Strategic Services Division command notifications.

#### 328.4.4 PRESS INFORMATION OFFICER (PIO)

The Press 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.