
Major Incident Notification

303.1 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.

303.2 POLICY

The Irvine 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. It shall be the policy of the Irvine Police Department to ensure proper notification and communication occur between field personnel and command personnel as to evolving incidents affecting police operations.

303.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media shows a strong interest are also of interest to the Chief of Police and the affected Division Commander. A Command Officer is any officer at the rank of lieutenant or above. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive; any significant incident that affects Department operations may qualify for a command level notification:

- Cases involving injury or death to a police officer or other City employee
- Arrests where the individual arrested has received a significant injury (limb dislocations, loss of consciousness, broken bones) or is hospitalized as a result of a custodial arrest
- Department personnel involved in traffic accidents causing injury to any party
- Major crimes or incidents involving serious injury, death or significant loss (homicide, assault with a deadly weapon, robbery, rape, death investigations and any crime or incident involving persons of public significance)
- Traffic accidents resulting in significant injury, death, or potential city liability
- SWAT call-outs
- 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 an Irvine official
- Arrest of a department employee or prominent Irvine official
- Aircraft crash
- In-custody deaths

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- Significant non-official contacts with outside law enforcement personnel (e.g. arrests, suspected of criminal activity, victims of significant crimes and any other circumstances that might warrant contact of an outside law enforcement agency)
- Contacts by members of this Department with any elected official, member of the City Manager's office, or department director concerning an arrest, complaint, call for service, or any other concern regarding police operations
- Acts of terrorism or significant threats of terrorism
- Community-sensitive issues
- Significant arrests made by Irvine police officers at any location or significant arrests made by outside agencies within Irvine
- Police pursuits involving Irvine police officers at any location and any police pursuits within Irvine by outside agencies
- Activities involving mutual aid of outside agencies (e.g. helicopters, K-9, bomb squad, crime lab, narcotics, Musick Jail escapes, etc.), or where Irvine police officers respond to a request for mutual aid by another police agency
- Significant internal affairs matters
- Any incident in which an officer of this Department takes any official police action, identifying him or herself as a peace officer while off duty
- Any matter in which the supervisor reasonably deems necessary based on sensitivity, public reaction, or need for coordination
- Activation of the Emergency Telephone Notification System (I Alert)
- Response to structure or brush fires, suspected arson fires, and vehicle fires with injuries
- Hate crimes and hate incidents
- Arrest of a school employee

303.4 WATCH COMMANDER RESPONSIBILITY

The watch commander or acting watch commander/sergeant is responsible for making the appropriate verbal notification to the Command-duty officer. 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. See attached: [Command Notification Protocol](#)

303.4.1 STAFF NOTIFICATION

In the event an incident occurs described in the Major Incident Notification Policy, it shall be the responsibility of the involved Command Officer to determine if the Chief, Assistant Chief and/or other appropriate personnel should be notified. Notification is considered complete only when the person to be notified has acknowledged.

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303.4.2 NOTIFICATION OF CITY MANAGER, ASSISTANT CITY MANAGERS

If contact and notification is made by way of direct verbal communication with the Chief of Police or Assistant Chief of Police, he or she will assume the responsibility to notify either the City Manager or Assistant City Manager, or delegate notification as appropriate.

If direct verbal contact is not achieved with the Chief of Police or designated Command Officer, it shall be the responsibility of the highest-ranking on-duty officer to contact and notify the City Manager or the Assistant City Manager of the major case and/or unusual police activity.

303.4.3 DETECTIVE NOTIFICATION

If the incident requires that a detective respond it shall be the on-duty supervisor's responsibility to direct the notification of the on-call Criminal Investigation Division (CID) Supervisor when an incident requires investigator/detective involvement.

303.4.4 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. The Traffic Sergeant will notify the Traffic Lieutenant.

303.4.5 NOTIFICATION OF TRAFFIC ENGINEER

It shall be the on-scene supervisor's responsibility to direct notification of the City Traffic Engineer in all cases involving traffic accident fatalities or potential fatalities as soon as possible after the accident.

303.4.6 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.

Attachments

328.4 Major Incident Notification - Command Notification Protocol.pdf

Irvine Police Department Command Staff Information Notification Policy 328.4

All command staff members shall be notified via the ">PS_CommandStaffMobile" email group of events of importance and significance to the City of Irvine as listed under Section §328.3 as well as any other matters that the on-duty supervisor reasonably believes would be of importance for command staff information. Personnel responsible for making this notification should include the following information in a brief narrative:

SUBJECT:	Example: Near drowning, injury collision, sexual assault
TIME OF THE INCIDENT:	Use the 24-hour military format
LOCATION OF THE INCIDENT:	(Business name, street name, Area (Portola, Crossroads, University))
TYPE OF INCIDENT:	Describe briefly. Arrests involved? Charges?
NATURE AND DEGREE OF INJURIES:	Describe briefly. Identify Department personnel injured
WEAPONS INVOLVED, IF ANY:	Type (Weapons outstanding or recovered)
SUPERVISOR ON SCENE:	Supervisor by name, not call sign
COMMAND STAFF MEMBER NOTIFIED:	Command staff member by name, not call sign