

## Major Incident Notification

### 358.1 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.

### 358.2 POLICY

The Barstow 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.

### 358.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police, Captain, and or 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
- Officer-involved shooting - on or off duty (see Officer-Involved Shootings and Deaths Policy for special notifications)
- Significant injury or death to a department employee or City employee - on or off duty
- Death of a prominent Barstow official
- Arrest of a department employee or City employee or prominent Barstow official
- Aircraft crash with major damage and/or injury or death
- In-custody deaths
- Notifications should also be made during any other type of serious incident that the Watch Commander believes, based on experience and good judgment, is significant enough and would be of strong interests to the Chief of Police.

### 358.4 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 number first and then by any other available contact numbers.

#### 358.4.1 STAFF NOTIFICATION

In the event an incident occurs described in the Major Incident Notification policy, the Chief shall be notified through the chain-of-command. The Sergeant or Watch Commander shall notify the

# Barstow Police Department

Barstow PD CA Policy Manual

## *Major Incident Notification*

---

Operations Division Commander and he/she shall notify the Captain. The Captain shall notify the Chief of Police.

### 358.4.2 DETECTIVE NOTIFICATION

If the incident requires that the on-call detective respond from home, the Captain will notify the Detective Sergeant who will then contact the appropriate detective.

### 358.4.3 TRAFFIC BUREAU NOTIFICATION

In the event of a traffic fatality or major injury, the Sergeant shall notify the Operations Division Commander who will notify the appropriate accident investigator from the traffic unit. If the traffic unit is not staffed, the Operations Division Commander will contact the Captain regarding the use of an Evidence Technician to process the scene and construct the factual diagram.

### 358.4.4 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.