

## Major Incident Notification

### 325.1 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.

### 325.2 POLICY

The Shasta County Marshal's Office 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.

### 325.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Marshal and the Court Executive Officer. 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 Shooting Policy for special notifications)
- Significant injury or death to employee - on or off duty
- Death of a prominent Court official
- Arrest of a department employee or prominent Court official
- Aircraft crash with major damage and/or injury or death
- In-custody deaths

### 325.4 SERGEANT RESPONSIBILITY

The Sergeant is responsible for making the appropriate notifications. The Sergeant shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Sergeant 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.

#### 325.4.1 STAFF NOTIFICATION

In the event an incident occurs described in the Major Incident Notification Policy, the Marshal shall be notified.

#### 325.4.2 DEPUTY NOTIFICATION

If the incident requires that a deputy respond from home, the immediate supervisor of the deputy shall be contacted.