



DEPARTMENTAL
GENERAL
ORDER

Effective Date:
18 Jun 12

Q-1

Evaluation Coordinator:
Assistant Chief of Police

Index as:

Evaluation Due Date:
18 Dec 12

Major Incident
Notifications

Automatic Revision Cycle:
3 Years

MAJOR INCIDENT NOTIFICATIONS

The purpose of this order is to set forth policy and procedures regarding incidents that must be reported to the Chief of Police, Assistant Chief of Police, Deputy Chiefs of Police, Mayor, City Administrator, elected officials, and families of personnel.

I. REQUIRED NOTIFICATIONS

- A. Regardless of the time of day, the Chief of Police, Assistant Chief of Police, City Administrator, Mayor, or their respective designees, shall be notified as soon as possible whenever:
1. A member or employee is seriously injured or killed on or off duty. Serious injury is defined as one likely to result in loss of life or limb.
 2. A member or employee of the Department takes action, or is involved in any action, which causes or potentially causes fatal or great bodily injury to any person, to include all uses of force classified as Level 1 in Departmental General Order K-4, REPORTING AND INVESTIGATING THE USE OF FORCE.
 3. Any person is seriously injured on City property.
 4. A riot, public catastrophe, or other major disaster takes place in Oakland or in a nearby jurisdiction if City personnel or resources are likely to be requested.
 5. A member or employee, on or off duty, takes or is involved in any action, which is likely to be the focus of great public interest, or is likely to bring the Department into disrepute.

6. A criminal incident occurs which is likely to be the focus of significant media and public interest (e.g., homicide(s), confirmed child abduction, etc.).
 7. A City facility receives a bomb threat (notification shall include whether the building is being/was evacuated and searched).
 8. Anytime there is an incident that has the potential for significant media coverage (e.g. fatal traffic accidents, major pursuits, and city property traffic collisions with injury).
- B. Immediate notification to the Chief of Police regarding incidents listed in Part I, A, shall be made as follows:
1. The ranking officer who is at the scene or becomes aware of any incident described in Part I, A, shall immediately notify the Patrol Division Watch Commander.
 2. The commander who receives such notification shall immediately cause or ensure notification throughout the appropriate chain of command to include the Chief of Police.
 3. For incidents other than those listed in Part I, A, 2, the Chief of Police may cause notification to the City Administrator and Mayor if determined to be necessary or appropriate.
 4. Whenever any incident described in Part I, A, 2 occurs, regardless of the time of day, the Chief of Police shall notify the City Administrator and Mayor within sixty (60) minutes of the incident's occurrence. Designees may be notified when the Chief of Police, City Administrator, or Mayor are out of town or otherwise indisposed.
 5. The City Administrator may instruct the Chief of Police or Assistant Chief of Police to notify certain member(s) of the City Council.
 6. Elected officials who request information about a specific crime or incident shall be referred to the Office of Chief of Police (OCOP).

II. NOTIFICATIONS TO THE CITY MANAGER, MAYOR AND ELECTED OFFICIALS, OTHER THAN MAJOR INCIDENTS

The Patrol Division Desk Officer shall email a copy of the Department's Daily Information Log to the Office of the Mayor, Office of the City Administrator, Secretary to the City Council, and other recipients as approved by the OCOP by 0800 hours daily.

III. NOTIFICATION REGARDING RETIRED MEMBER OR EMPLOYEE

- A. The OCOP shall be notified during regular business hours whenever word of the death, serious illness, or injury of a retired member or employee is received.
- B. The person who learns of the circumstances shall advise the member's or employee's former division commander or, in the absence of the division commander, the Patrol Division Watch Commander, who shall notify the OCOP by telephone.

IV. NOTIFICATIONS TO THE FAMILIES

Whenever an on-duty member or employee dies or is seriously injured, the senior available member of his/her division shall immediately notify the member's or employee's family, give them all available information as to the extent of the injuries and the name and location of the facility to which the person has been taken, and provide appropriate assistance in accordance with the provisions of Departmental Training Bulletin V-I, LINE OF DUTY DEATH.

By order of

Howard A. Jordan
Chief of Police

Date Signed: _____