
Major Incident Notification

357.1 PURPOSE AND SCOPE

Best Practice

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.

357.2 POLICY

Best Practice

The Indio 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.

357.3 MINIMUM CRITERIA FOR NOTIFICATION

Discretionary **MODIFIED**

Most situations where the media show a strong interest are also of interest to the Chief of Police and the affected Division Chief. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Homicides
- Incident involving a minor sustaining a significant or life threatening injury
- Traffic accidents with fatalities
- Traffic accidents involving a city employee/volunteer resulting in a significant injury to an involved party
- 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 Indio official
- Arrest of a department employee or prominent Indio official, or an incident in which they are considered a suspect in a crime
- Incident where a law enforcement employee is a suspect in a crime (not including traffic infractions)
- Aircraft crash with major damage and/or injury or death
- In-custody deaths
- Industrial death
- SWAT call out
- Barricade/hostage situation not resolved in one hour

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- Any use of force resulting in serious bodily injury (e.g. substantial risk of death, unconsciousness, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member or organ), as defined in Government Code §12525.2(d).
- Any incident a supervisor feels notification is advisable.

357.4 WATCH COMMANDER RESPONSIBILITY

Discretionary **MODIFIED**

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 cell phone number first and then by any other available contact numbers. If appropriate, the watch commander or designee shall notify the social media team to disseminate a social media public announcement if needed.

357.4.1 STAFF NOTIFICATION

Discretionary **MODIFIED**

In the event an incident occurs described in the Major Incident Notification Policy, the appropriate Assistant Chief of Police should be notified via the chain of command.

357.4.2 DETECTIVE NOTIFICATION

Discretionary

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.

357.4.3 TRAFFIC BUREAU NOTIFICATION

Discretionary **MODIFIED**

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 Field Services' Division Chief.

357.4.4 PUBLIC INFORMATION OFFICER (PIO)

Discretionary **MODIFIED**

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.