

Major Incident Notification

353.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to employees of this Department in determining when, how and to whom notification of major incidents should be made.

353.2 POLICY

The Yolo County Probation 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.

353.3 MINIMUM CRITERIA FOR NOTIFICATION

. The following list of incident types is provided as a guide for notification and is not exclusive:

- 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 employee on or off-duty
- Death of a Yolo County official
- Arrest of a Department employee or Yolo County official
- In-custody deaths

353.4 SUPERVISOR RESPONSIBILITY

The Supervisor is responsible for making the appropriate notifications. The Supervisor shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Supervisor shall notify the Chief Probation Officer or other designated Management staff as soon as practicable. Notification should be made by calling any available contact numbers.