



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



532.02 NOTIFICATION OF UNUSUAL EVENTS 05-22-17

PURPOSE

The purpose of this order is to establish responsibility for notifying the chain of command of any unusual event or major incident.

POLICY

It shall be the policy of the Sacramento Police Department that employees notify an immediate supervisor of all unusual events and major incidents.

PROCEDURE

A. DEFINITION

1. UNUSUAL EVENT – Any incident having the potential of raising media interest.
2. MAJOR INCIDENT – Any serious event or crime
 - a. Involving a city, county, state, or federal executive.
 - b. Occurring on or to City property or City employees.

B. RESPONSIBILITY

1. Employees shall notify an on-duty supervisor of any unusual events and/or major incidents.
2. Information shall be verified by the receiving supervisor and passed through the chain of command to the watch commander. The watch commander shall decide whether other police management shall be notified.
3. The watch commander shall cause the City Manager, or, in the event the City Manager is not available, the Deputy City Manager in charge of the Police Department, to be notified as soon as practical for the following incidents:
 - a. Overnight hospitalization of a Department member for injuries sustained in the line of duty.
 - b. Officer-involved shooting (names of involved officers will not be provided).
 - c. Multiple homicide.
 - d. Gang-related homicide.
 - e. SWAT call-out.
 - f. Major drug arrests and seizures.
 - g. Arrest of government official or celebrity.
 - h. Evacuation of a building or a portion of a neighborhood.