

Significant Event Notification

328.1 SIGNIFICANT EVENT NOTIFICATION DISCLAIMER

The contents of Significant Event communications are confidential and contain highly sensitive law enforcement investigative information gathered, recorded and compiled by the Santa Ana Police Department for law enforcement and official purposes. Law enforcement purposes as used herein means the investigation, apprehension and potential prosecution of those suspected of committing crime. Official purposes as used herein means the administration of City government.

Significant Event communications, and their contents, are the property of the City of Santa Ana and the Santa Ana Police Department. While the investigations referenced within these communications are ongoing and pending, the contents of these communications are exempt from disclosure under the California Public Records Act, including but not limited to, Government Code Sections 6254(f) and 6255.

RECIPIENTS OF THESE COMMUNICATIONS SHALL NOT RELEASE, FORWARD, DISTRIBUTE, DISSEMINATE, COPY, USE, MODIFY OR OTHERWISE PROVIDE THE CONTENTS OF THESE COMMUNICATIONS IN ELECTRONIC OR RECORDED FORM TO ANYONE WITHOUT THE PRIOR EXPRESS AUTHORIZATION OF THE CHIEF OF POLICE.

328.2 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 significant events should be made.

328.3 POLICY

The Santa Ana 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 inquiries from the media and the public may be properly addressed.

328.4 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police and the affected Bureau Commander. The majority of these events can be communicated via a Significant Event email. The following list of incident types is provided as a guide for notification via a Significant Event email and is not intended to be all inclusive. Items 1-5 require both a Significant Event and telephone notification to the Chief of Police and affected Bureau Commander/s:

1. Officer involved shootings (on or off duty) (see Officer-Involved Shootings and Deaths Policy for special notifications)
2. Significant injury or death to employee - on or off duty
3. Death of a prominent Santa Ana official
4. In-custody deaths
5. Homicides

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6. Traffic collisions with serious injuries or fatalities
7. Attempted homicides
8. Aggravated assaults
9. Robberies
10. Incidents involving the seizure of firearms
11. Carjackings
12. Civil protests
13. Rapes
14. Kidnappings
15. Child abuse
16. Any noteworthy incident involving children 12 years old or younger
17. Any theft or burglary with a loss in excess of \$25,000
18. Series of crimes or crime sprees
19. Any other situations where the media may have an interest

328.5 WATCH COMMANDER RESPONSIBILITY

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 and shall continue notification attempts until contact is made.

328.5.1 DETECTIVE NOTIFICATION

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.

328.5.2 TRAFFIC BUREAU NOTIFICATION

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 Traffic Commander.

328.5.3 PUBLIC INFORMATION OFFICER (PIO)

The Public Information Officer shall be called after members of staff have been notified if it appears the media may have a significant interest in the incident.

328.6 FORWARDING OF SIGNIFICANT EVENT NOTIFICATIONS

When a member receives a Significant Event Notification email, he/she shall not forward the email without the prior express authorization of the Chief of Police.