

To	From
	BOARD OF HARBOR COMMISSIONERS
	EXECUTIVE DIRECTOR
	DED & CHIEF OF STAFF
	DED & CHIEF FINANCIAL OFFICER
	CHIEF OF PUBLIC SAFETY & EMERG MGT
	DED - MKTG & CUSTOMER RELATIONS
	DED - DEVELOPMENT
	SR DIRECTOR, COMMUNICATIONS
	SR DIRECTOR, GOVERNMENT AFFAIRS
	ACCOUNTING
	CARGO/INDUSTRIAL REAL ESTATE
	CARGO MARKETING
	CITY ATTORNEY
	COMMISSION OFFICE
	COMMUNITY RELATIONS
	CONSTRUCTION
	CONSTRUCTION & MAINTENANCE
	CONTRACTS & PURCHASING
	DEBT & TREASURY MANAGEMENT
	EMERGENCY MANAGEMENT

CITY OF LOS ANGELES
HARBOR DEPARTMENT

OFFICE MEMORANDUM

March 22, 2018

To	From
	ENGINEERING
	ENVIRONMENTAL MANAGEMENT
	FINANCIAL MANAGEMENT
	GOODS MOVEMENT
	GRAPHICS
	HUMAN RESOURCES
	INFORMATION TECHNOLOGY
	LEGISLATIVE AFFAIRS
	MANAGEMENT AUDIT
	MEDIA RELATIONS
	PLANNING & STRATEGY
	PORT PILOTS
XX	PORT POLICE X
	RISK MANAGEMENT
	TRADE DEVELOPMENT
	WATERFRONT/COMM REAL ESTATE
	WHARFINGERS

SPECIAL ORDER 18-02

TO: All Port Police Personnel

SUBJECT: Modification to Policy 358 Major Incident Notification

Effective immediately, revised Policy 358 shall be implemented. Policy 358 has been revised in order to clarify the types of incidents that require major incident notifications, and to delineate the duties of the Watch Commander, the Command Duty Officer and the Professional Standards Section.

All staff are directed to read and be familiar with the attached policy which will be incorporated into the Policy Manual at its next publication.



THOMAS E. GAZSI
Chief of Police

TEG:GPC:ng

Major Incident Notification

358.1 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 major incidents should be made.

358.2 POLICY

The Los Angeles Port Police 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.

358.3 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 Division Commander. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Homicides
- Traffic accidents with serious injuries or fatalities
- Officer-involved shooting or accidental discharge on or off duty (see Officer-Involved Shootings and Deaths Policy for special notifications)
- Significant injury or death to or caused by an employee - on or off duty
- Death of a prominent Port of Los Angeles official
- Arrest of a department employee or prominent official
- Aircraft or vessel crash with major damage and/or injury or death
- In-custody deaths

358.4 WATCH COMMANDER RESPONSIBILITY

The Watch Commander is the initial Incident Commander and 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 home telephone number first and then by any other available contact numbers.

The Chief of Police shall be notified of all major incidents. Notification shall include initial response operations, media involvement, status of any injured individuals, all other notifications made, and any other pertinent information.

358.4.1 STAFF NOTIFICATION AND RESPONSE

In the event an incident occurs described in the Major Incident Notification Policy, the Command Duty Officer shall be notified along with the affected Division Commander and Detective Lieutenant

Major Incident Notification

if that group is affected. The Command Duty Officer shall respond or ensure that a member of the rank of Captain or above responds to the scene and assumes incident command. Once any tactical considerations are managed, a determination shall be made whether to conduct the investigation under procedures outlined in the Policy 310, Officer Involved Shootings or Deaths. The order of preference for selecting the command officer to assume incident command shall be as follows:

- (a) Support Services Division Commander
- (b) Patrol Operations Division Commander
- (c) Marine Operations Division Commander

The Incident Commander shall ensure the call out of additional investigative personnel as required, including but not limited to those identified in this policy.

358.4.2 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.

358.4.3 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 Lieutenant.

358.4.4 PUBLIC INFORMATION OFFICER (PIO)

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.

358.4.5 PROFESSIONAL STANDARDS SECTION NOTIFICATION

The Incident Commander will in appropriate cases call out any Lieutenant and Sergeant to work under the direction of the Professional Standards Section in conducting an Administrative Investigation. The Lieutenant assigned to handle the administrative investigation shall act as liaison to outside investigating agencies.