

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

No.:	1264
Issued:	6/30/11
Post Until:	7/29/11

DIRECTIVE

SUBJECT: CRITICAL INCIDENT NOTIFICATION PROTOCOL

It is the policy of the Probation Department that the process outlined within this Directive shall be followed to ensure that all critical incidents are reported to the Board of Supervisors, Chief Executive Office, Chief Probation Officer, and the Chief Deputy in a timely manner. This policy supersedes Directive No. 1109 issued on 09-01-06.

Critical incidents include:

- Any major disturbance (10 or more persons involved)
- Any escape other than those from open placements
- Any situation endangering probationers, staff, or the facility
- Any significant medical incident or serious injury requiring transport to an off-site medical facility
- Any incident or situation that may generate media interest, may result in litigation, or is likely to come to the attention of the Board of Supervisors
- Any incident or situation in which it is likely the Chief Probation Officer may be contacted
- Any act of violence resulting in serious injury to, or the death of a probationer.

Staff shall immediately report all critical incidents to their immediate Supervisor, Officer of the day, or Acting Director who shall immediately alert the impacted Director, Program Manager, or designee.

The Director/Program Manager or designee shall ensure that the Bureau Chief is contacted immediately by telephone and e-mail on which the Chief Probation Officer, Chief Deputy and the impacted Deputy Chief shall be copied. **The initial notification must be immediate even if all the facts are not known at the time.** Once additional information is obtained, the Director or Program Manager shall forward a subsequent e-mail up the chain of command. Although the above parties are copied on the initial e-mail notification, the Bureau Chief shall confirm that the impacted Deputy Chief is notified immediately who will ensure that the incident is reported to the Chief Probation Officer and the Chief Deputy.

NOTE: It shall be the responsibility of the impacted Deputy Chief or designee to provide immediate initial notification of all critical incidents to the Board of Supervisors and the Chief Executive Office.

The Director shall follow-up with a completed Security Incident Report (Field Offices) or Preliminary Incident Notification (Halls/Camps) to be submitted to the respective Bureau Chief via e-mail within 4 hours following the initial notification.

If there are any questions, please contact the Adult or Juvenile Bureau Consultant.



DONALD H. BLEVINS
Chief Probation Officer

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE