

## Management of Critical Incidents in the Field

### 316.1 PURPOSE AND SCOPE

The purpose of this section is to define and set forth actions for probation employees to follow if involved in, witnessing or being informed of a critical incident.

### 316.2 APPLICABILITY

This policy applies to all Probation employees while on duty and to all Probation Officers authorized by the Chief Probation Officer to carry a firearm off duty.

### 316.3 POLICY

Employees shall immediately report all critical incidents through the chain of command as outlined in this policy.

### 316.4 OVERVIEW AND DEFINITIONS

Critical incidents in the field come in many forms ranging from the death of an employee, client or member of the public, to an officer involved shooting or a use of force resulting in injury or a medical emergency. Inherent in each of these types of incidents is the need for all employees to be aware of their potential to occur and how to appropriately communicate the incident to the Probation Department chain of command. In this section the Probation Department's definitions, policies and response procedures for critical incidents in the field will be established for all probation employees.

A critical incident is defined as incidents involving a Probation employee, either directly or indirectly, that may result in a serious or life threatening injury or death during the performance of their official duty.

Critical Incidents include, but are not limited to:

- A. Any fatal or serious injury to a Probation employee, or member of the public that occurs during the performance of official duties.
- B. Intentional or unintentional use of any force option (other than firearm) by a Probation employee during the performance of official duties that results in serious or life threatening injury or death.
- C. While on duty, any discharge of a firearm by a Probation employee not involved in Probation approved firearms training.
- D. The discharge of any firearm, whether accidental or intentional that violates the law, or results in human injury or property damage must also be reported immediately.

During a critical incident, an On Scene Incident Commander must take command of the scene. The Incident Commander is an officer with the highest rank, or a designee, who takes command

# San Diego County Probation Department

## Administrative Services Policy Manual

### *Management of Critical Incidents in the Field*

---

of the incident scene. In the event a Senior Officer or Supervising Probation Officer (SPO) is not at the scene, the case agent will be the Incident Commander until officers of a higher rank arrive.

#### **316.5 CRITICAL INCIDENT CHECK LIST**

In the event of an officer involved shooting, the officer shall holster/secure the firearm after the threat is neutralized and the scene is secure. The officer shall not alter or change the condition of the firearm or ammunition. Firearms and ammunition shall be given to the agency of jurisdiction who is leading the investigation(s). Other items the involved officer has on his person may be required to be given to the investigating agency.

As circumstances permit, the following shall be initiated by all Probation employees who may have been involved in a critical incident during the course of their official duties.

##### **316.5.1 OBTAIN ON SCENE ASSISTANCE**

1. Contact Probation Dispatch to obtain necessary resources as needed, including, but not limited to, law enforcement back up and Emergency Medical Services (EMS).
2. Render first-aid as necessary.
3. Assist with scene preservation as appropriate or directed.

##### **316.5.2 NOTIFY CHAIN OF COMMAND**

1. Provide the following information as available:
  - (a) Name/Rank
  - (b) Call Back Phone number(s)
  - (c) Type of critical incident: Non-injury/injury/death
  - (d) Time of incident
  - (e) Incident location address
  - (f) Agency with jurisdiction/if and when notified and responded
  - (g) If EMS was activated
  - (h) Name(s) of all Probation employees involved.
  - (i) Name(s) of Probation employees who discharged firearm(s).

##### **316.5.3 SUPPLEMENTAL INFORMATION**

1. Provide the first responding Law Enforcement Officer (Non-Probation) with the necessary information to develop a tactical response, and/or control and preserve the incident scene ([1331 Form III](#)).
2. Do not make any statements to the public, media or non-investigative personnel.

# San Diego County Probation Department

## Administrative Services Policy Manual

### *Management of Critical Incidents in the Field*

---

#### **316.6 ON SCENE INCIDENT COMMANDER**

Please see [1331 Form I](#)

Please see [Management Staff Directory](#)

#### **316.7 DIVISION CHIEF CRITICAL INCIDENT CHECK LIST**

Please see [1331 Form II](#)

#### **316.8 TACTICAL INCIDENT INFORMATION (SCRIBE)**

The Tactical Incident Information attachment is a document used by officers involved in the Critical Incident to record important information, such as the criminal acts, suspect information, threat conditions, as well as an incident map. The requested information, being recorded as accurately as possible, is deemed critical for law enforcement agencies responding to the scene.

#### **316.9 REFERENCE**

Date Last Reviewed	02/11/2016
Date(s) Revised	02/11/20216
Policy and Procedure Reference	N/A
Attachments/Links	<a href="#">Management Staff Directory</a> <a href="#">1331 Form I</a> <a href="#">1331 Form II</a> <a href="#">1331 Form III</a>