



ORANGE COUNTY SHERIFF'S OFFICE GENERAL ORDER NOTIFICATION OF SHERIFF INCIDENT WITH LIABILITY



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**ISSUING AUTHORITY – SHERIFF CARL E. DuBOIS
DISTRIBUTION – ALL DEPUTY SHERIFFS
& OFFICE PERSONNEL**

PURPOSE: The purpose of this General Order is to establish procedures for notifying Administrative Staff of incidents that may require their presence. It is imperative that the Administrative Staff be kept abreast of certain incidents as they arise. By doing so will help to protect the integrity and maintain the image of this Office.

I. POLICY.

In addition to any rules, regulations or prior established Office procedure, the Shift Supervisor shall cause through the Chain of Command that the Sheriff be notified as soon as practicable of any of the following circumstances:

- A. The on or off duty death of any agency personnel.
- B. The on or off duty injury of any agency personnel which would prevent the performance of assigned duties.
- C. Personal injury to another which requires medical attention inflicted by any Deputy.
- D. Any incidents involving an on or off duty Deputy which may reflect discredit upon the Deputy or bring this Office into disrepute.
- E. The substantial damage to or loss of agency/county property.
- F. The receipt of any report of unnatural death or situation whereby death is a likelihood.
- G. Circumstances of a serious nature, to include but not be limited to:
 - 1. Incidents surrounding large scale civilian displacement or hazard,
 - 2. Catastrophic fires,
 - 3. Aircraft crashes,
 - 4. Major storm damages,
 - 5. Hostage\Barricaded person situations,
 - 6. Serious Felony Crimes,
 - 7. Fatalities,
 - 8. Any incident where there may be a question as to the agency's liability.

- H. Whenever any incident occurs involving anyone of prominence or which would be considered a high profile arrest.
1. Should Deputies of this Office arrest an individual for a misdemeanor, or felony who is a police officer, peace officer or a person holding a professional license such as an attorney, doctor, teacher, or nurse, the supervisor of that shift will notify through the chain of command the appropriate Command Staff Officer who will notify the Sheriff.
 2. A member of Office Administration will then immediately notify the District Attorney's Office upon the arrest of anyone of prominence or one which would be considered a high profile arrest no later than the next business day.

II. NOTIFICATION METHODS.

- A. The following are acceptable forms of transmitting information through the chain of command.
1. Telephonically,
 2. Through agency email,
 3. Through a text message,
 4. Any other practical means available to transmit such message.
- B. When using non voice to voice communications it is imperative that the transmitter of an email or text message ensure that the communiqué has been received.

CALEA - 11.3.3 (LEI)