



## California Exposition and State Fair Police Department

PHONE (916) 263- 3050 ★ 1600 Exposition Boulevard, Sacramento, CA 95815

### DEPARTMENT GENERAL ORDER

**ORDER № 700.400**

Feb. 2019 (Revised)

12/02/2002 (New)

### NOTIFICATION PROCEDURES

#### 700.401 PURPOSE

The purpose of this General Order is to describe notification procedures involving critical incidents.

#### 700.402 SHOOTING INCIDENTS

- A. Any California Exposition & State Fair Police Officer, who discharges a firearm (except on the range or while engaged in a sporting activity) while on-duty **or off-duty**, shall immediately notify the on-duty supervisor, or the off-duty Administrative Sergeant. The notification shall continue through the chain of command to the Chief of Police.
- B. The involved police officer, or their on-duty superior, shall also promptly notify the following:
  - 1. California Exposition & State Fair Police / Security Dispatcher.
  - 2. Emergency Medical Services (if needed).
  - 3. Sacramento Police Department (if occurred on fairgrounds property).
  - 4. Local law enforcement agency having jurisdiction (if occurred off fairgrounds property).
  - 5. California Highway Patrol's Communications Center (if occurred on fairgrounds property).

#### 700.403 NON-SHOOTING INCIDENTS RESULTING IN EMPLOYEE INJURY

- A. Whenever a department employee suffers an on-duty injury, the injured employee (or the nearest available employee) shall immediately notify the following:
  - 1. California State Fair Police / Security Dispatcher.
  - 2. Emergency Medical Services.
  - 3. Administrative Sergeant and/or Lieutenant.
  - 4. Chief of Police.

#### 700.404 OFF-DUTY INJURY / ILLNESS / DEATH

- A. Where not already widely known, any member of this Department, upon learning of the death or serious injury / illness of another department employee, shall notify the Chief of Police. The Chief of Police shall notify the following:
  - 1. Administrative Sergeant and/or Lieutenant

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*The mission of the California Exposition & State Fair Police is to:  
Provide for the safety and security of visitors, employees, and stakeholders; keep order and  
preserve the peace; and support the economic well-being of the California Exposition & State Fair.*

2. Law Enforcement Chaplain
3. General Manager / Administration

**700.405 DUTY-RELATED VEHICLE DEATHS**

- A. Any employee who is on-duty and involved in a vehicle collision resulting in any injury or death, regardless whether it occurred on the fairgrounds property or elsewhere, shall first attempt to care for any injured person(s). The employee shall notify the California Exposition & State Fair Police / Security Dispatcher who shall complete the notification process as follows:
1. The local law enforcement agency having jurisdiction.
  2. Emergency Medical Services.
  3. Police Lieutenant and/or the Administrative Sergeant.
  4. The Chief of Police.

**700.406 INCIDENTS RESULTING IN THE DEATH OF IN-CUSTODY PRISONER**

- A. Whenever an in-custody prisoner, or any person detained, is injured or suffers death, the responsible supervisor shall immediately notify the following:
1. California Exposition & State Fair Police / Security Dispatcher.
  2. Emergency Medical Services (EMS).
  3. Executive Lieutenant and/or the Administrative Sergeant.
  4. Chief of Police.
- A. Whenever any suspect booked into the county jail by the department, and while still in the jail's custody, is seriously injured or suffers death, the chain-of-command through to the Chief of Police shall be notified.

**700.407 NOTIFICATION OF FAMILY MEMBERS**

- A. When any sworn or non-sworn police department employee has suffered an on-duty serious injury, the on-duty supervisor is responsible to notify the injured employee's emergency contact as soon as possible.

**700.408 OTHER MAJOR INCIDENTS**

- A. A major incident is defined as: any potential or actual disaster; any enforcement action requiring the commitment of large numbers of officers; the arrest of a public figure or celebrity; or, any other situation likely to attract media interest. In major incidents not falling within the "shooting incident" category, the involved employee shall direct the police / security dispatcher to notify the Chief of Police who will then notify the General Manager.
- B. This policy can not address every type of incident that requires notification. All department employees are encouraged, if they believe an incident should be reported to the chain of command through to the Chief of Police, to make the notification. It is preferable, the Chief of Police be notified rather than not.