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CALIFORNIA HIGHWAY PATROL

GENERAL ORDER 100.80

REVISED SEPTEMBER 2021

NOTIFICATION AND REPORT OF EMERGENCY INCIDENTS AND SIGNIFICANT EVENTS

1. POLICY.

- a. The purpose of this General Order (GO) is to ensure the timely notification of specified emergency incidents or significant events from all personnel to Area/section commanders, Division commanders, and Executive Management.
- b. Division commanders shall develop and implement standard operating procedures to ensure personnel within their command are familiar with and follow notification policies and procedures contained in this GO.
- c. Notification and reporting requirements set forth by this GO do not replace or supersede existing notification and reporting requirements contained in other departmental policies or statutory regulations.

2. RESPONSIBILITIES.

- a. Division Commander. Division commanders or their designees shall ensure the proper notification of emergency incidents or significant events in the manner outlined in Annex A of this GO.
- b. Area and Section Commanders. Area and section commanders shall ensure their respective Division commander or designee is immediately notified of **all** emergency incidents or significant events contained in Annex A of this GO.
- c. Supervisors and Officers-in-Charge. Supervisors and officers-in-charge shall ensure their respective Area/section commander or designee is immediately notified of **all** emergency incidents or significant events contained in Annex A of this GO.

(1) The immediate notification requirements outlined above shall not supersede or preempt the immediate responsibility of involved personnel to mitigate an existing emergency or provide for the safety of the public.

d. Emergency Notification and Tactical Alert Center. Upon notification of an emergency incident or significant event, the Emergency Notification and Tactical Alert Center (ENTAC) shall ensure that the necessary information is disseminated to uniformed commanders and managers.

(1) The ENTAC utilizes Microsoft Teams for dissemination of emergency incidents and significant events outlined within this GO.

(2) The ENTAC will compose a synopsis of emergency incidents and significant events encompassing the previous 24 hours into a Commissioner's Daily Briefing which will be sent to Executive Management, Chiefs, and Assistant Chiefs via e-mail at 0600 hours each morning. The California State Transportation Agency will receive these e-mail notifications.

3. PROCEDURES.

a. Required Notifications. Division commanders shall make notification of emergency incidents and events as outlined in Annex A of this GO.

(1) All incidents listed in Annex A of this GO require an e-mail notification to ENTAC. [REDACTED]

(2) The appropriate Assistant Commissioner should be carbon copied in the e-mail to ENTAC. Incidents requiring immediate notification via telephone are listed in Annex A of this GO.

(a) Some incidents listed in Annex A of this GO as requiring e-mail notification may necessitate an immediate telephone call based on the gravity of the event. Sound professional judgement should be used in determining when to provide notification by telephone.

(3) Incidents requiring a Communications Network (Comm-Net) message are detailed in Annex A of this GO. All required Comm-Net messages shall be sent by 0900 hours the following day, in addition to all other required notifications. Refer to Annex B of this GO for general formatting.

(a) Communications Network messages should adhere to the guidelines outlined in Highway Patrol Manual 5.1, Correspondence Manual, Chapter

6, Communications Network Messages, and with the information detailed in Annex B of this GO.

b. Incidents Involving Specified State or Federal Officials. Incidents involving state or federal officials specifically named in Annex A of this GO require additional notification to the Office of Special Representative (OSR). Notification to OSR shall be made concurrently with the other notification requirements established in this GO and can be made, via e-mail, at osr-notifications@chp.ca.gov.

(1) Additionally, the Threat Assessment Unit (TAU) shall be notified immediately of any threat or concern for the safety of a named state or federal official. [REDACTED]

c. Other Notifications. Events listed in Annex A of this GO and requiring notification to Executive Management are not all-inclusive of events that personnel should report to the next level of command. Accordingly, personnel should use sound professional judgement to determine if an incident not listed in Annex A of this GO should be reported to the next level of command. The following should be considered:

(1) If the incident is significantly outside of routine operations and may lead to scrutiny of a departmental response or reflect favorably or unfavorably upon the Department.

(a) Events of local or regional importance that do not require notification at a statewide level should not be reported to ENTAC or Executive Management.

(2) If the incident requires administrative action or direction from a higher level of command.

(3) If the magnitude of the incident necessitates the dissemination of information to allied agencies, governmental organizations, or the news media.

d. Alternate, After Hours, and Weekend Reporting to the Appropriate Assistant Commissioner. In the event telephone notification is required after normal business hours (1700 to 0800 hours), on a weekend, or during holidays, the notifying Division shall contact the on-call designee. In the event the on-call designee cannot be reached, the appropriate Assistant Commissioner should be contacted directly. Should contact the on-call designee and the appropriate Assistant Commissioner be unsuccessful, ENTAC shall be contacted immediately.

4. QUARTERLY REVIEW REQUIREMENTS.

- a. All uniformed employees shall review this GO quarterly.
- b. All uniformed employees at the rank of captain and below are required to complete the Quarterly Review and Training assessment of this GO on a quarterly basis.


























OFFICE OF THE COMMISSIONER

ANNEXES A, B

OPI: 028


















ANNEX A

NOTIFICATION PROCEDURES

	E-mail notification from Division Commander (or designee) to ENTAC with cc: to the appropriate Assistant Commissioner.	Telephone call from Division Commander (or designee) to the appropriate Assistant Commissioner (or designee).	Comm-Net message sent by 0900 hours the next day.
Death or Injury to Specified Individuals			
A uniformed or nonuniformed member of this Department is seriously injured or killed while on or off-duty.			
A uniformed or nonuniformed member of this Department is transported to a hospital while on-duty, due to any injury.			
A uniformed member of any state police or highway patrol outside of California is killed while on-duty.			
A peace officer of an allied agency (within California) is seriously injured or killed while on-duty.			
Any incident involving a uniformed or nonuniformed member of the Department that results in the death or serious injury to the employee or a civilian.			
Shooting Incidents			
An officer-involved shooting involving a member of this Department, whether on or off-duty.			
A shooting incident requiring reporting by Highway Patrol Manual 70.6, Officer Safety Manual, other than an officer-involved shooting.			
An incident involving the discharge of a firearm at departmental personnel.			
Any shooting incident occurring on a freeway.			
State Facilities and Resources			
A state facility evacuation initiated by an act or potential act of violence or terrorism.			
A bomb incident, fire, or explosion at a CHP facility or other state facility requiring resources that could affect departmental operations.			
911 System failure or complete loss of operations at a communications center.			

ANNEX A

NOTIFICATION PROCEDURES *(continued)*

Incidents Involving Specified Federal and/or State Officials			
Contact the Office of Special Representative at osr-notifications@chp.ca.gov for incidents involving a listed official			
Routine contacts by employees assigned to the protection of an official identified below and contacts made under the key contacts program are not subject to these reporting requirements			
An incident involving the physical arrest or other enforcement action involving a federal or state legislator, constitutional officer, federal judge, or Supreme/Appellate Court Justice.			
A concern received for the safety of a federal or state legislator, constitutional officer, federal judge, or Supreme/Appellate Court Justice. Immediately contact the Threat Assessment Unit.			
A traffic crash involving a federal or state legislator, constitutional officer, federal judge, or Supreme/Appellate Court Justice.			
Any other contact with a federal or state legislator, constitutional officer, federal judge, or Supreme/Appellate Court Justice that may reflect favorably or unfavorably upon the Department.			
Crashes and Other On-Highway Incidents			
A crash involving an on-duty employee of the California Department of Transportation that results in serious injury or death to any involved person.			
Wrong-way drivers on a freeway.			
Emergency Incidents and Mutual Aid			
Hazardous materials incidents that results in the death or serious injury of any person, major property damage or contamination, extensive air or water pollution, or evacuation.			
Civil disturbances involving mutual aid or requiring a greater-than-normal dedication of departmental resources.			
Natural disaster (e.g., flooding, earthquake, wildfire) involving mutual aid or greater-than-normal dedication of departmental resources.			
Emergency Operation Center activations, both limited and full, and Tactical Alerts.			
Other Uncommon Occurrences and Significant Events			
Any incident involving Department personnel with a high potential of media exposure at the state or national level.			
Actual or suspected internal strife situation (e.g., departmental job actions, sick outs).			
A uniformed or nonuniformed member of the Department is a victim of a criminal assault while on or off-duty.			
Departmental response to a railroad incident.			

ANNEX B

COMMUNICATIONS NETWORK FORMAT

1. When a Comm-Net message is transmitted in accordance with this GO, whether mandatory or optional, the message shall contain the following headings:
 - a. Subject. (e.g., pursuit, officer-involved shooting, hazardous material incident.)
 - b. Synopsis. Briefly recap the incident with a simple statement of facts. For example:
 - (1) CHP officer in pursuit of a speeding motorcycle collided with a fire truck running Code 3. No serious injuries; total damage to CHP unit.
 - (2) Two CHP officers were assisting a sheriff's deputy in apprehending a 211 Penal Code suspect. The suspect was killed by a sheriff's deputy after the suspect fired upon the officers.
 - c. Summary. The summary should be a complete chronological narrative of the incident, including names, dates, locations, and any other details deemed necessary or required by existing departmental policies. However, care should be taken to avoid including unsubstantiated information which could later contradict the final results of a pending investigation.
 - d. Action Taken or Contemplate. This section should detail any actions taken by departmental personnel as they relate to the incident, especially actions taken to mitigate an incident, and actions that the command may take in the future to follow the incident to its proper conclusion. Information pertaining to adverse action or other disciplinary action shall not be included.
2. In addition to sending the required Comm-Net message to affected Divisions and Assistant Commissioners, commands should consider forwarding the Comm-Net message to other field Divisions as the information may be useful for training and safety updates.

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