

**CHAPTER 2**  
**CRITICAL INCIDENTS**  
**REVISED JULY 2025**

**OFFICER-INVOLVED SHOOTINGS - FIRST RESPONDER.**

Refer to Highway Patrol Manual (HPM) 100.8, Critical Incident Investigation Team Manual.

**Time**

- \_\_\_\_\_ Assume incident command responsibilities until relieved by a supervisor.
  - \_\_\_\_\_ Stabilize the Scene.
    - Ensure all shooting has concluded.
    - Ensure all the suspect(s) are disarmed and in-custody.
    - Resolve any other threats to employee safety.
    - Secure the firearms used at the scene by the involved suspect(s).
      - \* The securement of firearms includes assigning an officer to guard a weapon to ensure that the location and the action of the weapon is not disturbed.
      - \* When the hazard(s) at the scene or the potential for the weapon to discharge exceed the evidentiary value, the weapon should be photographed to document the location and position of its action before rendering the weapon safe. Photographs shall only be taken when the scene is stable, and all potential threats are resolved.
- NOTE:** An officer's weapon shall not be taken before a replacement weapon can be provided. Normally, the removal of an officer's weapon should be conducted by a member of the Critical Incident Investigative Team (CIIT).
- \_\_\_\_\_ Medical Treatment: First Aid, Paramedics, and/or Ambulance.
    - Ensure medical treatment for all parties.
    - Request necessary medical assistance.

- Accompany the officer and/or suspect to the hospital.
- \_\_\_\_\_ Crime Broadcast (if applicable).
- Gather necessary information to facilitate immediate follow-up and apprehension of outstanding suspect(s).
  - Broadcast an All Points Bulletin (APB) for outstanding suspect(s) and/or vehicle(s).
- \_\_\_\_\_ Request Additional Personnel (if needed).
- Request that a supervisor respond immediately to the scene.
  - Coordinate apprehension/arrest of any outstanding suspects.
- \_\_\_\_\_ Secure Scene.
- Establish command post (outside of crime scene area).
    - \* Utilize crime scene tape, rope, patrol cars, or vehicles to establish the perimeter.
    - \* The crime scene should be of sufficient size to provide safety, security, and confidentiality.
    - \* Since physical evidence is critical to the reconstruction of the shooting incident, the crime scene perimeter should encompass as large an area as possible. The perimeter may be re-evaluated and adjusted at a later time.
  - Provide crowd control.
- \_\_\_\_\_ Assign an officer to keep a log of on-scene activities using the CHP 328, On-Scene Checklist/Discharge of Firearm Incident, (refer to pages 2-7 and 2-8) and CHP 328A Discharge of Firearm/Post Incident Checklist, (refer to page 2-9).
- Keep personnel, including those from law enforcement agencies who have not been assigned specific crime scene duties, out of the crime scene.
  - Keep members of the media out of the crime scene. Refer to, Authority of Peace Officers, Section 499.5, California Penal Code (PC).
- \_\_\_\_\_ Protect the Evidence.
- **DO NOT MOVE ANYTHING.**
  - Assign an officer to photograph and videotape (if possible) those items, persons, or subject matter

that may not be available when the primary investigator arrives. When in doubt, photograph.

- \_\_\_\_\_ Care for Involved Employee(s).
  - Assign an officer to accompany each involved employee.
  - Accompany injured employee(s) involved in the shooting incident to the hospital.
  - Uninjured employee(s) involved in the shooting incident shall be taken to a safe and secure location. Involved employee(s) **shall not** be placed in the back of a patrol unit.
  - Ensure the involved employees are not subject to any interviews or interrogations at the scene except to obtain necessary information to assist in locating suspects, witnesses, or to determine the focus of the investigation.
  - Do not allow the involved employee(s) to provide comments to the press or other personnel not involved in the investigation.
  
- \_\_\_\_\_ Ensure the following steps are accomplished (once the crime scene is secured).
  - Identify and record the names, addresses, telephone numbers, and exact locations of everyone present at the scene at the time of the incident, even if they say they did not see anything. Record the names, identification numbers, and Area of assignment of all officers present.
  - Record the license numbers of all vehicles within close proximity of the shooting incident for possible investigative leads.

### NOTES

## **OFFICER INVOLVED SHOOTING - SUPERVISOR.**

Refer to HPM 100.8, Critical Incident Investigation Team Manual.

### **Time**

- \_\_\_\_\_ Ensure the agency that has jurisdiction to conduct the criminal investigation is notified.
- \_\_\_\_\_ Respond to the scene and contact the first responder to receive a briefing on the incident.
- \_\_\_\_\_ Obtain a Public Safety Statement from as many employees as necessary to immediately determine the following:
  - Type of force used.
  - Direction and approximate number of any shots fired by the involved employee(s) and/or suspect(s).
  - Location of injured persons, including those in need of medical attention.
  - Description of outstanding suspect(s), direction of travel, time elapsed since the suspect was last seen, and any weapons the suspect may have.
  - Description of any known victims/witnesses.
  - Description of any known evidence.
  - Other information as necessary to ensure officer and public safety, and assist in the apprehension of any outstanding suspect(s).
- \_\_\_\_\_ Assume incident command responsibilities.
  - Ensure all first responder responsibilities have been performed (refer to page 2-1 of this guide).
  - Ensure the scene is secure and unauthorized personnel stay out of the scene, regardless of rank.
- \_\_\_\_\_ If applicable, the appropriate CIIT shall be requested to respond in accordance with Area and Division Standard Operating Procedures (SOP).
- \_\_\_\_\_ Request Multidisciplinary Accident Investigation Team (MAIT) to respond for preparation of a scene diagram.
- \_\_\_\_\_ Coordinate resources with the primary investigating agency as appropriate.

- \_\_\_\_\_ Remove the involved employee(s) from the scene as soon as possible.
  - Confer with a departmental CIIT investigator and the investigating agency before removing the involved employee(s) from the scene.
  - Take the involved employee(s) to the Area office or other comfortable location affording privacy. Involved employee(s) **shall not** be placed in back of patrol unit.
  - Do not take the officer's weapon unless a replacement weapon is available.
  - Do not isolate the involved employee(s).
  - Do not separate the employees when two or more are involved until it is necessary; i.e., to obtain statements in an interview with the investigating agency or CIIT members.
  - Do not allow allied agency personnel to interview or interrogate departmental employee(s) involved in the shooting incident until the primary investigator of the CIIT can be consulted.
  - Do not allow the involved employee(s) to talk to other personnel about the incident.
  - After it has been determined that evidence will not be destroyed, ensure the involved employee(s) have access to a restroom, telephone, food/drink, etc.
  - Ensure an officer is assigned to accompany each involved employee at all times. The assigned officer is encouraged to talk to the involved employee, but not about the incident.
  
- \_\_\_\_\_ Press Relations, Public Affairs Liaison.
  - If possible, designate a specific area for the press to meet with the designated spokesperson. Ensure the media is kept outside the crime scene area. (Refer to Section 409.5 PC.)
  - Statements to the press shall be made by one person, preferably the commander or a representative from the agency with investigative authority. Prior to providing a statement, the allied agency having jurisdiction and the district attorney should be consulted.
  - Do not divulge information relating to the use of soft body armor.
  
- \_\_\_\_\_ Ensure departmental investigators assist allied agencies investigating the shooting.

- \_\_\_\_\_ Do not allow the involved departmental employee(s) to be interrogated without a departmental supervisor present (Refer to HPM 100.8, Critical Incident Investigation Manual, Chapter 1, General).
- \_\_\_\_\_ When secure, terminate all scene activities.
- \_\_\_\_\_ Complete Reporting Checklists/Log in the CHP 328 and CHP 328A (refer to pages 2-7 and 2-9).
- \_\_\_\_\_ Retain soft body armor if impacted and refer to HPM 73.5, Uniform Grooming and Standards Manual, Chapter 4, Soft Body Armor, for notification and replacement procedures.
- \_\_\_\_\_ Consider the need for a critical incident debriefing for all involved parties, including public safety dispatchers.

NOTES

## CHP 328, ON-SCENE CHECKLIST/DISCHARGE OF FIREARM INCIDENT

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**ON-SCENE CHECKLIST/DISCHARGE OF FIREARM INCIDENT**  
CHP 328 (New 10-96) OPI 065 PAGE 1 OF 2

<small>COMMAND/LOCATION NO.</small>	<small>DATE</small>	<small>TIME OF OCCURRENCE</small>
<small>SCENE MANAGER</small>	<small>LOCATION OF INCIDENT</small>	
<small>CHECKLIST COMPLETED BY (NAME/RANK/ID NO.)</small>		<small>CHECKLIST START TIME</small>

NOTIFICATION			
	NAME/RANK/ID NO. OF PERSON NOTIFIED	TIME	NOTIFICATION MADE BY
FIELD OPERATIONS OFFICER			
AREA COMMANDER			
DIVISION COMMANDER			
SHOOTING TEAM			
ASSISTANT COMMISSIONER (FIELD OR STAFF)			
SHERIFF			
POLICE			
CORONER			
CODE 20 (MEDIA NOTIFICATION)			

PERSONNEL AT SCENE			
NAME/RANK/ID NO.	TIME		AGENCY/ASSIGNMENT
	ARRIVED	DEPARTED	

Chp328\_0008.pdf



## CHP 328A, DISCHARGE OF FIREARM/POST INCIDENT CHECKLIST

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL		
<b>DISCHARGE OF FIREARM/POST INCIDENT CHECKLIST</b>		
CHP 328A (New 10-96) OPI 065		
COMMAND/LOCATION NO.	DATE	TIME OF OCCURRENCE
SCENE MANAGER (NAME/RANK/NO.)	LOCATION OF INCIDENT	
CHECKLIST COMPLETED BY (NAME/RANK/NO.)	DATE OF CHECKLIST	
<b>Check (✓) the following completed tasks:</b>		
<p><input type="checkbox"/> Ensure that a departmental, investigating agency, or district attorney's PAO was utilized to facilitate release of information to the media.</p> <p><input type="checkbox"/> Ensure that the integrity of the scene was maintained and that unauthorized personnel, including the media, were kept from the immediate crime scene. Refer to 409.5 PC.</p> <p><input type="checkbox"/> Ensure reassignment of the involved employee who is responsible for the shooting death of any person.</p> <p><input type="checkbox"/> Ensure proper investigation of a firearm discharge is initiated.</p> <p><input type="checkbox"/> Ensure that departmental investigators (i.e., Division Shooting Team) are used to investigate the incident, or assist/coordinate with the local investigating agency.</p> <p><input type="checkbox"/> Ensure required notifications are made, by Comm-Net message (per G. O. 100.80), in the event the discharge of the firearm is directed toward a person or occupied vehicle or causes injury or death are made.</p> <p><input type="checkbox"/> Ensure that a copy of the Comm-Net regarding the incident was faxed to the Department's General Counsel for approval. Upon approval transmit to:</p> <p style="margin-left: 20px;"><input type="checkbox"/> Field incidents - joint Comm-Net message to Enforcement Services Division (Attn: Field Services Section), field Division, and Assistant Commissioner, Field.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Headquarters incidents - joint Comm-Net message to Enforcement Services Division (Attn: Field Services Section), Headquarters Division, and Assistant Commissioner, Staff or Deputy Commissioner based upon the chain of command.</p> <p><input type="checkbox"/> Ensure preparation and distribution of memorandum of findings.</p> <p><input type="checkbox"/> Ensure the facts surrounding the incident were discussed with the appropriate authority prior to convening a Shooting Review Board, or issuing a memorandum of findings, when preliminary evidence indicates a criminal offense may have been committed by the employee.</p> <p><input type="checkbox"/> Ensure proper implementation of a Shooting Review Board.</p> <p><input type="checkbox"/> Ensure proper interrogation of employee (as prescribed in HPM 10.2, Internal Investigations Manual, Chapter 1), if appropriate.</p> <p><input type="checkbox"/> Ensure submission of reports.</p>		
Chp328A_0208.pdf		

## **INDUSTRIAL INJURY - SERIOUS INJURY OR DEATH.**

Refer to HPM 10.7, Injury and Illness Case Management Manual, and HPM 10.6, Occupational Safety Manual, for individual roles and responsibilities of personnel involved in injury or illness case management.

### **Time**

- \_\_\_\_\_ Notify the commander. NOTE: Commanders also have specific notification requirements per HPM 10.7, Injury and Case Management Manual, Chapter 3, Report and Routing Procedures.
  
- \_\_\_\_\_ Respond to the scene/hospital.
  - Assist the employee.
  - Obtain a physician's diagnosis of job related injury. If not job related, the employee has a right to privacy under the Health Insurance Portability and Accountability Act (HIPAA).
  - If job-related, inform the physician of State Insurance Compensation Fund (SCIF) coverage.
  
- \_\_\_\_\_ If available, refer to the CHP 102, Address and Emergency Information, (employee personnel folder) for employee's hospital preference.
  
- \_\_\_\_\_ Notify the employee's family as soon as possible (refer to page 2-16).
  
- \_\_\_\_\_ Severe spinal and/or brain injuries shall be reported to Department of General Services (DGS), Office of Risk Insurance Management (ORIM) at the earliest opportunity.
  
- \_\_\_\_\_ Within 24-hours of the occurrence, the supervisor prepares:
  - CHP 121, Employer's Report of Occupational Injury or Illness (HPM 10.7, Injury and Illness Case Management Manual).
  - CHP 121A, Supervisory Review of Occupational Injury, Illness or Exposure (HPM 10.7, Injury and Illness Case Management Manual).
  - CHP 121C, Medical Information Release Authorization – must be signed by injured party within 24 hours.

- CHP 600, Right to Privacy Instructions Relative to Occupational Injuries, illnesses, and Vehicle Accident Reports.
  - CHP 601, Coping With Your Injury (Uniformed Employees).
  - SCIF 3301, Employee's Claim for Worker's Compensation Benefits, provided to employee.
  - Commander's memorandum and attachment.
  - Joint Comm-Net message to the appropriate Assistant Commissioner, and the Disability and Retirement Unit within eight hours (HPM 10.7, Injury and Illness Case Management Manual).
  - If a vehicle collision is involved, DGS ORIM shall be notified by telephone as soon as possible (HPM 11.1, Administrative Procedures Manual).
  - Notify the Department of Industrial Relations' Division of Occupational Safety and Health (DOSH) within eight hours (HPM 10.7, Injury and Illness Case Management Manual).
- \_\_\_\_\_ Obtain physician's statement directing employee off-duty (if applicable).
- \_\_\_\_\_ CHP 443, Approval of Limited-Duty Assignment, provided to physician by supervisor (if applicable).
- \_\_\_\_\_ CHP 442, Individual Accident, Injury, and Safety Recognition Record, prepared by supervisor within three-days of notification of an injury, illness, or hazardous exposure.
- \_\_\_\_\_ Complete SCIF 3301 and forward to SCIF within 5 days. (Refer to HPM 10.7, Injury and Illness Case Management Manual, Chapter 5, Documentation).

#### NOTES

## **INDUSTRIAL DISABLING INJURY OR ILLNESS – EMPLOYEE.**

If the employee is unable to return to full duty following the date of an injury or illness due to the injury or illness. Refer to HPM 10.7, Injury and Illness Case Management Manual.

### **Time**

- \_\_\_\_\_ Notify supervisor.
- \_\_\_\_\_ Seek medical aid as soon as possible prior to leaving work.
- \_\_\_\_\_ Within 24 hours of reporting an injury or illness, complete:
  - CHP 121B, Employee Report of Injury.
  - CHP 121C, Medical Information Release Authorization.
  - CHP 208, Accident Prevention Report (complete with supervisor within 48 hours when applicable).
  - STD 270, Report of Vehicle Accident (complete with supervisor within 48 hours when applicable. Refer to HPM 11.1, Administrative Procedures Manual, Chapter 7, Reports of State Vehicles Collisions).
- \_\_\_\_\_ Obtain physician's statement with directions to stay off-duty (if applicable).

### **NOTES**

## **INDUSTRIAL DISABLING INJURY OR ILLNESS – SUPERVISOR.**

If the employee is unable to return to full duty following the date of an injury or illness due to the injury or illness. Refer to HPM 10.7, Injury and Illness Case Management Manual.

### **Time**

- \_\_\_\_\_ Does the employee have a CHP 242, Employee Predestination of Treating Physician, on file? If not, assist the employee with utilizing the SCIF authorized Medical Physician Network – HPM 10.7, Injury and Illness Case Management Manual, Chapter 6, Reimbursable Services.
- \_\_\_\_\_ Ensure employee seeks medical aid as soon as possible and prior to leaving work.
- \_\_\_\_\_ Notify Area commander of injury, illness, or hazardous exposure.
- \_\_\_\_\_ Within 24 hours of reporting an injury or illness, complete:
  - CHP 121, Employer’s Report of Occupational Injury or Illness.
  - CHP 121A, Supervisory Review of Occupational Injury, Illness, or Exposure.
  - CHP 600, Right to Privacy Instructions Relative to Occupational Injuries, illnesses, and Vehicle Accident Reports.
  - CHP 601, Coping With Your Injury (Uniformed Employees).
  - SCIF 3301, Employee’s Claim for Worker’s Compensation Benefits, provided to employee. Ensure employee completes top section. Supervisor completes bottom section.
  - Commander’s memorandum and attachment.
  - Comm-Net message (General Order [GO] 100.80, Notification and Report of Emergencies and Unusual Occurrences).
- \_\_\_\_\_ Obtain physician’s statement with directing employee off-duty (if applicable).
- \_\_\_\_\_ CHP 442, Individual Accident, Injury, and Safety Recognition Record, prepared by supervisor within three days of notification of an injury, illness, or hazardous exposure.

NOTES

## **HAZARDOUS EXPOSURE - SUGGESTED PROCEDURE.**

Exposure to any chemical, biological, or physical agent which does not result in injury or illness.

### **Time**

- \_\_\_\_\_ Notify supervisor as soon as possible and prior to end of work shift.
  
- \_\_\_\_\_ CHP 121A, Supervisory Review of Occupational Injury, Illness, or Exposure, completed by supervisor within 24 hours.
  
- \_\_\_\_\_ Preventive Medicine or Post-Exposure Testing:
  - Commander Approval. If preventive medicine or post-exposure testing is conducted relative to a work-related hazardous exposure incident which did not result in employee injury or illness, the commander shall approve the medical expenses and expeditiously forward bills received directly to Accounting Section.
  - SCIF Approval. If a work-related hazardous exposure incident resulted in employee injury or illness, SCIF is responsible for approving any related medical expenses.

### **NOTES**

## **FAMILY NOTIFICATION - SUGGESTED PROCEDURE.**

For departmental policy and procedures regarding assistance to the spouse, and/or immediate family of deceased employees, active and retired, refer to HPM 10.3, Personnel Transactions Manual, and Highway Patrol Handbook (HPH) 10.13, Commander's Guide for Employee Death.

### **Time**

- \_\_\_\_\_ Locate CHP 611A and 611B, Instructions in the Event of Death, and CHP 102, Address and Emergency Information, in the employee's field folder to accommodate the employee's wishes regarding notification.
- \_\_\_\_\_ In a CHP 102 (page 2), the employee addresses who he/she wants to participate in notifying next of kin. If no participant is listed, the Area Commander or designated alternate shall contact spouse and/or immediate family in person.
- \_\_\_\_\_ Conscious employee, discuss notification procedure.
  - Employee may prefer to postpone notification.
  - Employee may choose a friend to accompany you.
- \_\_\_\_\_ Know the following prior to notification:
  - Where the injured person or body is located:\_\_\_\_\_.
  - Arrangements for seeing injured person or obtaining body.
  - What, where, when, why, and how the death occurred.
- \_\_\_\_\_ Location of personal effects:\_\_\_\_\_.
  - Where, when, and how to collect effects.
- \_\_\_\_\_ Prepare yourself. Plan how and what you want to say.
- \_\_\_\_\_ Unless you are a close friend, consider having another family member, friend, neighbor, or member of the clergy accompany you.
- \_\_\_\_\_ Confirm that the person you are talking to is the appropriate person to receive the news. Refer to CHP 102 (page 1) and/or CHP 611B.

- \_\_\_\_\_ Gradually increase the level of distressing information according to your perceptions of the person's tolerance.
  - You may have to guide the conversation.
  
- \_\_\_\_\_ Since you represent the Department, you may be the target of anger.
  - Never promise or infer anything that cannot be provided.
  - Know the policy.
  - If you do not know, offer to make the information available as soon as possible – DO NOT GUESS AND DO NOT PROVIDE AN OPINION.

NOTES

## CHP VEHICLE COLLISION.

Refer to HPM 11.1, Administrative Procedures Manual.

### Non-Injury/Minor Injury

#### Time

- \_\_\_\_\_ Secure the scene.
- \_\_\_\_\_ If applicable, provide any needed medical aid.
- \_\_\_\_\_ If possible, do not move involved vehicles or physical evidence.
  - Photograph.
  - Diagram.
- \_\_\_\_\_ Obtain necessary information for CHP 555, Traffic Collision Report; CHP 556, Narrative/Supplemental; CHP 121, 121A, 208, STD 270, and Comm-Net message.
  - Include other parties insurance information:
    - \* Company Name \_\_\_\_\_
    - \* Address \_\_\_\_\_
    - \* Policy Number \_\_\_\_\_

### Serious Injury/Death

#### Time

- \_\_\_\_\_ Secure the scene.
- \_\_\_\_\_ Provide needed medical aid.
  - Paramedics/fire/ambulance.
- \_\_\_\_\_ **Activate the Incident Command System (Chapter 7, Incident Command System, of this guide).**
- \_\_\_\_\_ Notify Area commander.
- \_\_\_\_\_ Notify MAIT (per policy in HPM 110.1, MAIT Operations Manual).
  - A collision where a severe or fatal injury involving on-duty CHP, CHP aircraft, or California Department of Transportation (Caltrans) employee occurs, MAIT shall be called (severe or fatal injury pertains to any involved party, and not specifically to the on-duty CHP or Caltrans employee

involved). This includes subcontractors working under contract with Caltrans, in a Caltrans directed work or maintenance zone.

- \_\_\_\_\_ Division and headquarters shall be notified (refer to GO 100.80, Notification and Report of Emergencies and Unusual Occurrences).
- \_\_\_\_\_ Traffic/crowd control and scene preservation assignments should be made.
- \_\_\_\_\_ Consider necessity for Code 20 (media notification).
- \_\_\_\_\_ Assign investigation tasks while awaiting MAIT.
  - Identify and obtain information from all parties, victims, and witnesses.
  - Photographs.
  - Locate and mark vehicles and physical evidence.
- \_\_\_\_\_ Establish a command post.
- \_\_\_\_\_ Assistance from personnel with advanced accident investigation training.
- \_\_\_\_\_ Public Information Officer.
  - Liaison for media.
- \_\_\_\_\_ Obtain necessary information for CHP 555, Traffic Collision Report; CHP 556, Narrative/Supplemental; and CHP 121, 121A, 208, STD 270, and Comm-Net message.

### **Reporting requirements**

#### **Time**

- \_\_\_\_\_ CHP 555, Traffic Collision Report; CHP 556, Narrative/Supplemental.
- \_\_\_\_\_ CHP 121, Employer's Report of Occupational Injury or Illness, within 24 hours (HPM 10.7, Injury and Illness Case Management Manual).
- \_\_\_\_\_ CHP 121A, Supervisory Review of Occupational Injury, Illness, or Exposure, within 24 hours (HPM 10.7, Injury and Illness Case Management Manual).

- \_\_\_\_\_ CHP 121B, Employee Report of Injury, completed by the employee (HPM 10.7, Injury and Case Management Manual).
- \_\_\_\_\_ CHP 121C, Medical Information Release Authorization, completed by the employee (HPM 10.7, Injury and Case Management Manual).
- \_\_\_\_\_ SCIF 3301, Employee's Claim for Worker's Compensation Benefits, completed by the employee (HPM 10.7, Injury and Case Management Manual). Employee only completes the top section. Employer completes the bottom section.
- \_\_\_\_\_ CHP 208, Accident Prevention Report, completed with the employee within 48 hours (HPM 11.1, Administrative Procedures Manual).
- \_\_\_\_\_ STD 270, Report of Vehicle Accident, completed with the employee within 48 hours (HPM 11.1, Administrative Procedures Manual).
- \_\_\_\_\_ CHP 442, Individual Accident, Injury and Safety Recognition Record (HPM 10.7, Injury and Case Management Manual).
  - Make a line entry if submitted to ORIM.
  - Attach a copy to the Division-routed CHP 121 (HPM 11.1, Administrative procedures Manual).
- \_\_\_\_\_ Comm-Net message.
- \_\_\_\_\_ Insurance Reporting (HPM 11.1, Administrative Procedures Manual).
  - All motor vehicle accidents shall be reported to DGS ORIM utilizing the STD 270.
  - Collisions involving serious injury, death, or significant property damage to other than state personnel or property, shall be reported as soon as possible to the DGS ORIM by telephone.
- \_\_\_\_\_ Damaged Personal Protective Equipment (Helmets and Soft Body Armor).
  - If the potential exists that Personal Protective Equipment (PPE) may have been damaged, even if no visible damage sustained, the equipment shall not be reused. Motorcycle helmets and soft body armor shall be forwarded to Business Services Section, Supply Services Unit, with a CHP 266, Credit Memo-Equipment, attached. All

other potentially-damaged PPE shall be appropriately disposed of locally. If a Comm-Net message describing the incident is distributed, it shall include information pertaining to the protection afforded by the soft body armor or motorcycle helmet in mitigating injury to the employee. A copy of the Comm-Net message shall be forwarded to the Office of Risk Management, Occupational Safety Unit.

- \_\_\_\_\_ Serious or Fatal Injuries Involving PPE.
  - If an employee sustains a serious or fatal injury involving a body part protected by PPE, the commander shall ensure the equipment is preserved as evidence in the Area's evidence locker. The commander shall then contact the Office of Risk Management regarding future disposition of the equipment.

#### NOTES

## ACCIDENT INJURY REPORTING PROCEDURES CHECKLIST

	CHP 121	CHP 121A	CHP 121B	CHP 121C	CHP 600	CHP 601	SCIF 3301	CHP 423A	CHP 442	CHP 555	CHP Memo	Comm Net	STD 268	CHP 208	STD 270	OSH 200	MISC	REF. HPM/HPG	
<b>INJURIES</b>	Accident & Injury Reporting Procedures	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	3 days			24 Hrs.		*	*	6 days	CHP 443	10.7 10.6/11.1	
	Disabling Injury	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	3 days			24 Hrs.		*	*	6 days		10.7 11.1	
	Non-Disabling Injury	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	X	X	24 Hrs.	3 days							6 days	CHP 443	10.7 10.6/11.1	
	Limited Duty (Job-Related Injury)	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	X	X	24 Hrs.	3 days					*	*	6 days		10.7 10.6/11.1	
	Questionable	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	X	X	24 Hrs.	3 days					*	*	6 days		10.7 10.6/11.1	
	Aggravation	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	X	X	24 Hrs.	3 days			X		*	*	6 days		10.7 10.6/11.1	
	Spontaneous Reoccurrence											to D&R							10.7 10.6/11.1
	First Aid Only	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	3 days	*					*	*	6 days		10.7 10.6/11.1
	Record Only	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.		3 days						*	*	6 days		10.7
	CHP Veh. Damage Only, No Inj. to Employee								3 days	X					48 Hrs.	48 Hrs.			11.1 (7)
<b>COLLISIONS</b>	CHP Vehicle Only with Injury to Employee	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	X	X	24 Hrs.	3 days	X		X		48 Hrs.	48 Hrs.	6 days		10.7 11.1 (7)	
	CHP Vehicle vs. Private Party - PDO								3 days	X				48 Hrs.	48 Hrs.			11.1 (7)	
	CHP Veh. vs Private Party-Injury/Death								3 days	X		X		48 Hrs.	48 Hrs.			11.1 (7)	
	Pursued Veh., PDO or Inj., No CHP Contact									X		X		48 Hrs.				11.1 (7)	
	Legal Intervention											X		48 Hrs.			CHP 202/216	11.1 (7)	
	CHP As Ped. Hit by Vehicle	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	X	X	*	3 days	X		X		48 Hrs.	6 days			10.7 11.1 (7)	
	Unreported Damg. Found on CHP Veh. (Glass)								X			to Area							11.1 (7)
	Private Party PDO w/CHP Push Bumper													Not Req.	48 Hrs.				10.6 (6) 11.1 (7)
	Malicious Damage by "In-Custody"								X			to Area						CHP 221	11.1 (7)
	Emp. Vehicle on State Business-PDO								3 days	X				48 Hrs.	48 Hrs.			CHP 262	11.1
<b>OTHER</b>	Emp. Vehicle on State Business-Emp. Injury	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	X	X	24 Hrs.	3 days	X		X		48 Hrs.	48 Hrs.	6 days		CHP 262	10.7/10.6 11.1
	Emp. Veh. on State Bus.- Injury to Another								3 days	X		X		48 Hrs.	48 Hrs.			CHP 262	11.1 (7)
	Emp. Veh., State Business-No Contact								3 days	X				48 Hrs.	48 Hrs.			CHP 262	11.1 (7)
	Hazardous Exposure (Chem/Bio/Phys.)		24 Hrs.						3 days						*				10.7 (3)
	Exposure to Bodily Fluid, Injury to CHP	24 Hrs.	24 Hrs.	24 Hrs.	24 Hrs.	X	X	24 Hrs.	3 days			X		*	*	6 days			10.7
	Exp. to Bodily Fluid, No injury to CHP								3 days			to D&R				6 days			10.7
	Non-Veh. Incident w/ Possible Claim vs. State													48 Hrs.					11.1 (8)

\*If Applicable      x-Complete

**CIVIL DISTURBANCE - SPONTANEOUS EVENTS.**

Refer to HPM 50.5, Civil Disturbance Planning and Operations Manual.

**Time**

- \_\_\_\_\_ Assess the situation.
  - Exact location of incident \_\_\_\_\_
  - Routes of entry/exit \_\_\_\_\_
  - Incident type (peaceful demonstration, highway blockage, riot, etc.) \_\_\_\_\_
  - \_\_\_\_\_
  - Sponsors/organizers of event \_\_\_\_\_
  - Number of participants \_\_\_\_\_
  - Anticipated threats/hazards to emergency personnel \_\_\_\_\_
  - \_\_\_\_\_
  - Agency responsible \_\_\_\_\_
  - Evaluate resources needed
    - \* Personnel \_\_\_\_\_
    - \* Vehicles \_\_\_\_\_
    - \* Equipment/Supplies \_\_\_\_\_
  
- \_\_\_\_\_ **Activate the Incident Command System (Chapter 7 of this guide).**
  - Establish a liaison officer to coordinate with allied agencies.
  
- \_\_\_\_\_ If resource needs span beyond the capabilities of on-duty personnel, initiate a tactical alert (refer to HPM 50.1, Emergency Incident Management Planning and Operations Manual, Chapter 5, California Highway Patrol Tactical Alert, Staging, and Tactical Deployment).
  
- \_\_\_\_\_ Establish a command post.
  
- \_\_\_\_\_ Regularly assess situation for resource needs.
  
- \_\_\_\_\_ Develop Incident Action Plan per HPM 50.1; Emergency Incident Management, Planning, and Operations Manual, Chapter 3, Emergency and Event Planning.

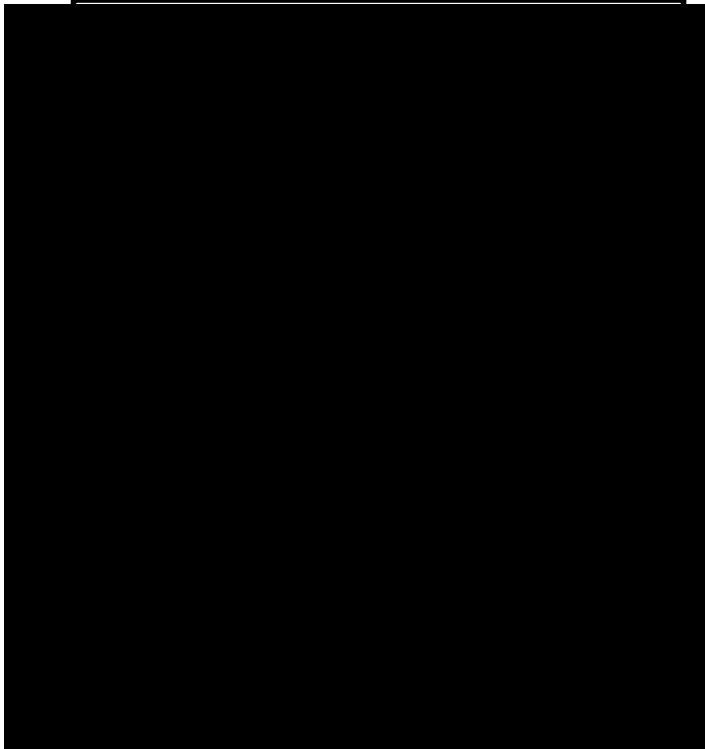
**NOTE: See page 2-26 for suggested dispersal orders and authorities.**

NOTES

**CROWD MANAGEMENT, INTERVENTION,  
AND CONTROL STRATEGIES.**

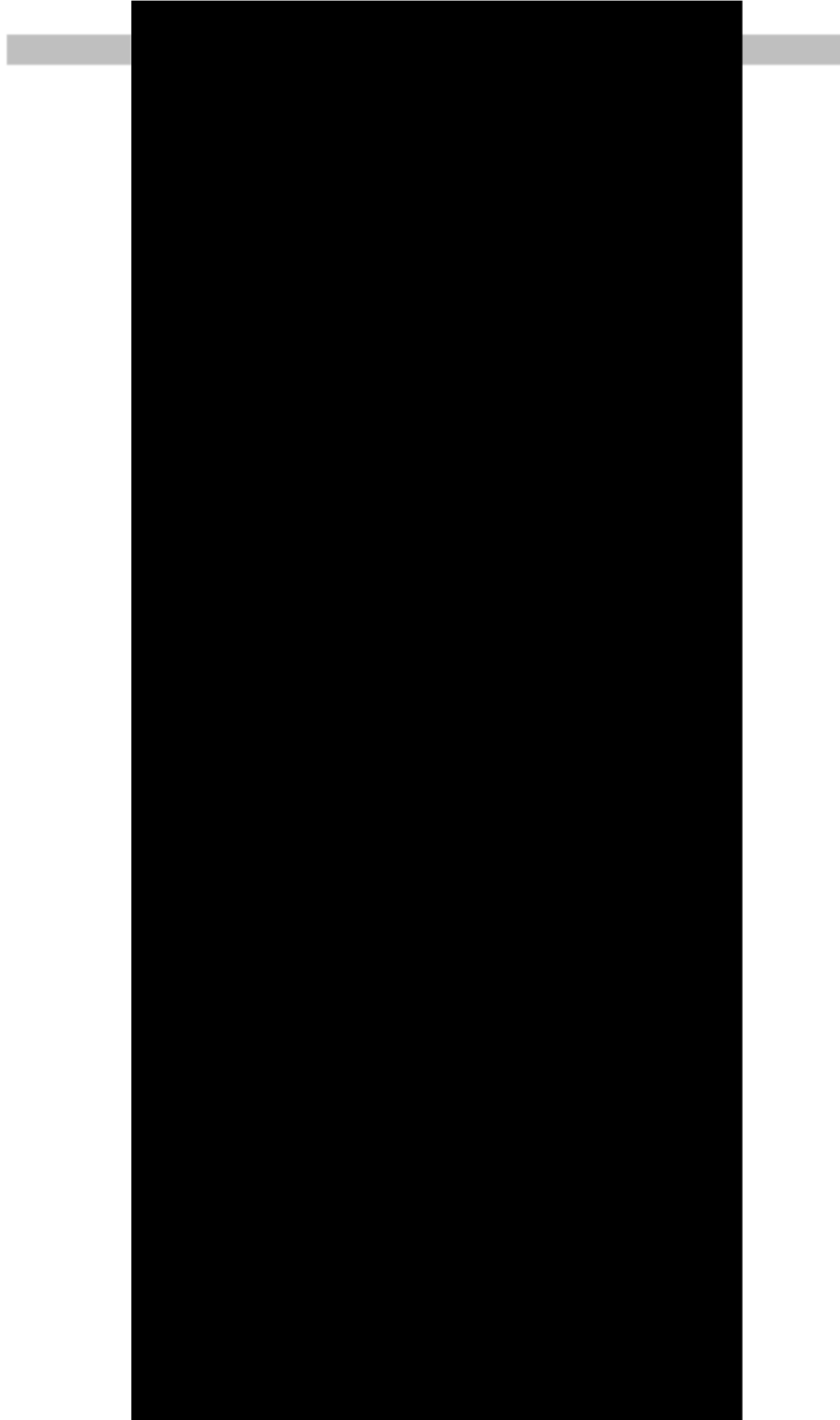
Refer to charts for recommended crowd management, intervention, and control strategies.

<b>Lawful Assembly</b>
Free Speech and assembly are protected First Amendment activities. The following are examples: <ul style="list-style-type: none"><li>• <b>Speeches</b></li><li>• <b>Marches</b></li><li>• <b>Demonstrations</b></li><li>• <b>Rallies</b></li><li>• <b>Picketing</b></li><li>• <b>Public assemblies</b></li><li>• <b>Protests</b></li><li>• <b>Celebratory events</b></li></ul>





CROWD MANAGEMENT, INTERVENTION, AND CONTROL  
STRATEGIES (continued).



CROWD MANAGEMENT, INTERVENTION, AND CONTROL  
STRATEGIES (continued).





CROWD MANAGEMENT, INTERVENTION, AND CONTROL STRATEGIES (continued).





## **SUGGESTED CROWD DISPERSAL ORDERS**

The below-listed crowd dispersal orders were developed to assist departmental personnel at civil disturbance or crowd control incidents and are not all-inclusive. If necessary, departmental personnel may develop and use dispersal orders based on the specific needs of a situation.

### **Suggested Order to Disperse - Violation of a Law/Use-of-Force Warning:**

"I am ( \_\_\_\_\_ [rank] \_\_\_\_\_ [name]) of the California Highway Patrol. I am a peace officer of the State of California. All persons at (location/highway) are in violation of Section \_\_\_\_\_ of the \_\_\_\_\_ Code. You are hereby ordered to immediately leave the area within the (shoulder line/curb line/fence line/etc.) of (location/highway). If you do not leave this area, you will be subject to physical arrest and detention. If you resist moving from this area, or fail to submit to arrest, necessary force will be used. **\*\***(You may move to [suitable location for crowd destination].) This warning also applies to members of the news media."

### **Suggested Order to Disperse - Unlawful Assembly/Use-of-Force Warning:**

"I am ( \_\_\_\_\_ [rank] \_\_\_\_\_ [name]) of the California Highway Patrol. I am a peace officer of the State of California. The (sheriff, chief of police, court)\* has declared the gathering at (location/highway) to be an unlawful assembly. In the name of the people of the State of California, you are commanded to immediately disperse. If you fail to comply with this lawful order, you will be subject to physical arrest and detention. If you resist moving from this area, or fail to submit to arrest, necessary force will be used. **\*\***(If you refuse to move, chemical agents will be used.)**\*\*** (You may move to [suitable location for crowd destination].) This warning also applies to members of the news media."

\* Section 726 PC does not list members of the CHP as officials who are authorized to declare an assembly unlawful.

\*\* Provide the chemical agent warning only if its use is anticipated.

**NOTE:** The authority to disperse persons on state property resides in Title 13, Chapter 11, of the California Code of Regulations, Section 1861, and California Government Code Section 11126.5 Crowd Dispersal authority for locations where the CHP has primary investigative authority resides in Section 2410 of the Vehicle Code

(VC). Arrest for failing to disperse would be for a violation 2800 VC, failing to comply with a lawful order pursuant to 2410 VC.

**NOTES**

## HOSTAGE INCIDENT.

Refer to HPM 100.8, Critical Incident Investigation Team Manual.

### Time

- \_\_\_\_\_ Establish containment perimeter.
  - Establish an inner perimeter.
- \_\_\_\_\_ Refrain from use of weapons unless in self-defense.
  - Self-control is critical.
- \_\_\_\_\_ Notify a supervisor.
  - Relinquish control to agency having jurisdiction.
  - Maintain direct supervision over CHP personnel.
  - Coordinate CHP personnel use with allied agency.
- \_\_\_\_\_ Establish a command post.
- \_\_\_\_\_ **Activate the Incident Command System (Chapter 7 of this guide).**
  - If rescue/apprehension is necessary.
    - \* Develop an action plan.
    - \* Do not rush!!!!
    - \* Learn all you can about the suspect(s) and abduction.
    - \* Attempt hostage release by communicating with the suspect(s).
    - \* Only a trained hostage negotiator should be used.
    - \* Person to person communication (avoid if suspect is armed).
  - Methods of communication.
    - \* Public Address System.
    - \* Telephonic.
  - Mobile apprehension.
    - \* Follow felony stop procedures (refer HPM 70.6; Officer Safety Manual, Chapter 8, High Risk and Felony Apprehensions).
    - \* Maintain distance, maintain visual contact.
    - \* Keep number of units to a minimum.
    - \* Use law enforcement aircraft for observation, if available.

**NOTE:** Deadly force should be used only as a last resort and when the hostage's safety is not further jeopardized. Building assaults should be avoided and attempted only by personnel equipped and trained in special weapons and tactics.

NOTES