
Critical Incident Response

413.1 PURPOSE AND SCOPE

To set forth guidelines for responding to a critical incident. This policy applies to all employees.

413.1.1 DEFINITION

Critical incident means an incident involving a Probation employee which results in injury or death.

413.2 AUTHORITY AND REFERENCES

- Executive Committee

413.3 POLICY

The Division Director and/or Asst. Director and Supervising Probation Officers shall respond to the location of a critical incident. Uniform procedures shall be followed subsequent to notification of a critical incident.

413.4 PROCEDURE

- (a) Immediately report critical incidents to the Chief Probation Officer via the chain of command.
- (b) The unit supervisor:
 1. Responds to the scene;
 2. Contacts involved staff and attend to their immediate needs;
 3. Coordinates psychological debriefing with Sheriff's Administrative Investigation Unit, Mental Health; or Employee Assistance Program;
 4. Obtains written information concerning the incident from available sources and provide status reports to the responding Probation manager or Probation Administration as dictated by circumstances;
 5. Obtains written employee incident reports in accordance with the Incident Reporting Policy;
 6. Ensures equipment is secured, if not held as evidence.
- (c) The Division Director and/or Assistant Director:
 1. Responds to the scene;
 2. Initiates next of kin notification per Personnel policy;
 3. Provides status reports to Administration;
 4. Acts as liaison with the investigating law enforcement agency.
 5. Deploys staff as appropriate to control the situation and secure the area.

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Riverside County Probation Department

Policy Manual

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