



DEPARTMENTAL COMMUNICATION

CITY OF MANHATTAN BEACH - POLICE DEPARTMENT

DATE: August 29, 2023
TO: All Personnel
FROM: Rachel Johnson, Chief of Police
SUBJECT: Standing Order 23-01

Background:

The Manhattan Beach Police Department (MBPD) recognizes the need to relay information to department members, internal City stakeholders, and our community. This special order will articulate the circumstances and process for making required notifications. The below list is not meant to be all-inclusive and Department Members should use good judgement and discretion when making required notifications. Department Members are expected to follow the below guidelines.

Types of Notifications:

- Command Staff
- Major Incident
- City Council
- Public Alerts

Command Staff:

"Policing through Partnerships"
City of Manhattan Beach Website: www.manhattanbeach.gov

- Sent to List – Police – Exec email distribution list
- Generally sent by on-duty supervisor related to notable events
- Brief and general (discoverable), subject should state the nature of the occurrence
- “Notable Events”:
 - Traffic accidents (fatal, major injury, prolonged street closure, vehicle vs child)
 - Structure fire
 - Use of Force involving TASER or K9 bite
 - Felony stop
 - ALPR hit resulting in pursuit
 - Armed/Take over robbery
 - Injury/death of staff during course of duties
 - Anti-Semitic or hate crimes
 - Knowledge of protests or expressive events
 - Incidents that cause unanticipated disruption to core City services
 - Safety issues that may impact City employees or members of the public
 - Unusual disturbance at a City facility
 - Incident of major significance or public interest
 - School lock down
 - Death of notable or high profile community member

Major Incident:

- Sent to the City Manager
- Sent to List – Major Incident Notification email distribution list
- Generally sent by lieutenant responsible for shift
- Sent when incident affects other City departments (downed street sign, prolonged road closure, damage to City property)
- Information taken from list-exec email and simplified (general block, no names, no police jargon, standard time)

City Council:

- Sent to the City Manager
- Sent to List – City Council email distribution list

“Policing through Partnerships”

City of Manhattan Beach Website: www.manhattanbeach.gov

- Generally sent by lieutenant responsible for the shift
- Generally sent after the on-duty supervisor has sent a Command Staff notification
- Information taken from list-exec email and simplified (general block, no names, no police jargon, standard time)
- Sent to Chief & both captains, [bcc list-city council](#)
- Sent in lieu of list- major incident

Alert South Bay (Nixle/Everbridge):

- Generally sent by Front Desk personnel
- Emergency (mindful of time/impact to area)
 - Avoid area or Shelter in Place
 - Actively happening
- Advisory
 - Road closures
 - Planned events involving multiple City Departments (Hometown Fair 10K)
- Community updates
 - Sent by the City Department responsible for the event from which the update is provided. (Police Department Etching Event)

"Policing through Partnerships"

City of Manhattan Beach Website: www.manhattanbeach.gov