



Section 4/100 ♦ General Miscellaneous Operational Procedures		
4 / 112	Incident Notification	8/1/00 Rev. 03/01/09
Accreditation Standards	11.4.5/41.2.4/70.1.7	

4 / 112.05 PURPOSE

Notification protocols for emergency situations, major crimes and other serious incidents.

4 / 112.10 POLICY

It is important that on-duty personnel have a clear view of who should be notified in emergency situations and events of major crimes or incidents. On duty supervisors will make proper notifications to off-duty command and on-call personnel based on prescribed criteria contained in this directive.

The Chief of Police and/or his designee shall be immediately notified of any incident and/or situation that would have an adverse affect on the Department’s liability and/or result in heightened community interest.

4 / 112.15 GENERAL PROCEDURES

Personnel will be notified as defined by the following schedule of levels of notification. Level One Notification is for high priority emergencies; Level Two Notifications are for serious crimes or incidents; and Level Three Notifications are for important incidents and cases that may need the attention of specific Command or on-call personnel.

A. Level One Notification

1. Types of situations requiring Level One Notification - Emergency situations are typically in progress and include, but are not limited to the following:
 - a) Hostage/barricaded Subjects
 - b) Homicides
 - c) Kidnapping
 - d) Officer involved shootings
 - e) Officer involved accidents with injuries
 - f) Serious on-the-job injury to any member of the department
 - g) Any time another agency is called in to assist the Laurel Police Department by an on-duty supervisor
 - h) Natural disasters
 - i) Evacuations due to haz-mat, fire, explosion or other serious danger.

2. The following personnel shall be notified and will respond on a Level One Notification:
 - a) All Bureau Commanders
 - b) Deputy Chief of Police
 - c) Chief of Police
 - d) Appropriate on-call personnel (detectives, negotiators, Emergency Response Team personnel, etc.)
 - e) Any other personnel needed in order to maintain adequate manpower for the specific emergency operation.
3. Level One Notification requires a response from Command Level Officers.

B. Level Two Notifications

1. Types of situations requiring Level Two Notification – Major crimes and incidents that require a call-out of off duty personnel, but do not require the response of all Command Level personnel. These incidents are typically not in progress and include, but are not limited to:
 - a) Suicides
 - b) Attempted and Unattended Deaths
 - c) SIDS
 - d) Fatal Traffic Accidents
 - e) Fatal Industrial Accidents
 - f) Serious crimes against persons, not in progress, such as sexual assault
 - g) Crimes that require hospitalization of the victim
 - h) Officer involved traffic accidents (without injury)
 - i) On-the-job injuries (non-life threatening) to a member of the department
 - j) Accidental discharge of a member’s firearm without injury
 - k) Bomb threat
 - l) Major fire or haz-mat incident not involving evacuation
 - m) Occasions necessitating the mobilization of officers from more than one division for any reason
 - n) Officers called in early due to extreme backlog or other unexpected reason
 - o) When a supervisor places an officer on emergency administrative leave

2. The following personnel shall be notified on a Level Two Notification:
 - a) Bureau Commander(s) – those commanders whose personnel are actively working on the situation at hand.
 - b) Deputy Chief of Police
 - c) Chief of Police
 - d) Appropriate on-call personnel
3. Level Two Notification requires a response from on-call personnel.

C. Level Three Notification

1. Level Three Notifications are to be made by informing Command Staff personnel indirectly. In addition to completion of the required Commander's Information Report, information can be transmitted via e-mail, voice mail or through a copy of the case report with memorandum. The types of incidents requiring this level of notification include, but are not limited to:
 - a) On-the-job injuries, minor
 - b) Serious property crimes
 - c) Serious traffic accidents (not involving City personnel)
 - d) Any incident that may generate media attention
 - e) Any incident that may necessitate administrative follow-up
 - f) When another City department is called to assist the Police Department
 - g) When a family member of an officer passes away or is seriously ill or injured
2. The following personnel should be informed in a Level Three Notification.
 - a) Appropriate Bureau Commander(s)
 - b) Deputy Chief of Police
 - c) Chief of Police
 - d) Investigators, when appropriate
3. No response is required as a result of this level of notification.

After business hours, on weekends or holidays when an unusual or significant incident occurs, a Communications Specialist will immediately notify the on-call Commander, who will notify the Chief of Police or in his/her absence, the Deputy Chief of Police (or other designee of the Chief of Police).

When other City services are requested by the On-Scene Commander such as Public Works, Code Enforcement, Parks & Recreations, etc., the Communications Specialist will notify the Deputy City Administrator immediately. If contact cannot be made via cell, home or pager, the alternate will be called.

In situations when an incident could draw media attention, Communications will contact the on-call Commander. The on-call Commander will contact the Chief of Police.

END OF ORDER

4 / 112.20 COMMUNICATIONS RESPONSIBILITIES

During normal business hours (9 a.m. to 5 p.m. Monday through Friday, excluding holidays), when an unusual or significant incident occurs, a Communications Specialist will immediately notify and brief a member of Command Staff to include the Chief or Deputy Chief of Police.