



SUBJECT

ADMINISTRATIVE DIVISION/CRIMINAL INVESTIGATIONS NOTIFICATIONS

NUMBER

402/13

EFFECTIVE DATE:

08-25-09

AMENDS:

07-10-08


RESCINDS:

DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical

REFERENCES:

CALEA 42.1.1, 46.1.3 / IACLEA 42.1.1A

- .10 PURPOSE:** To assign responsibilities for the notification of Administrative Officers and on-call Criminal Investigations Division members of emergencies and serious incidents.
- .20 DISCUSSION:** As police agencies must respond to an unpredictable variety of incidents, it is clearly impossible to devise a comprehensive and definitive policy for notifications. The best that can be done is to set up a basic guideline and to trust Department personnel to demonstrate professionalism in their use of discretion. The fundamental questions a member should ask themselves are, "**Who needs to know in order to act and would the Administration want to know about this?**"
- .30 POLICY:** It is essential that members of the Criminal Investigations Division and the Administration be informed immediately of emergencies, critical incidents and other matters which may require that they take action. These procedures are designed to:
- A. Ensure that appropriate Criminal Investigations Division and Administrative notifications are made whenever they are needed;
 - B. To prevent unnecessary calls to the Criminal Investigations Division for Patrol Division matters or situations that would normally be handled by Patrol Division Supervisors, and;
 - C. To ensure that the on call Criminal Investigations Division Investigator and Administrative Officer(s) get first hand and updated information from on scene officers.
- .40 RESPONSIBILITIES:**
- A. **COMMUNICATIONS OPERATORS:** The Communications Division will make initial notification to the on call Criminal Investigator, Chief of Police, Deputy Chief of Police/Administration and the Deputy Chief of Police/Patrol of any offense or incident listed in section C below per the tag indicated with it: (**CP=Chief of Police, DCA=Deputy Chief of Police/Administrative, DCP=Deputy Chief of Police/Patrol, CI=Criminal Investigator, ALL=Self explanatory**). It is important to keep in mind that this is not a "Chain of Command" issue. While it is not necessary to notify Administrative Officers in any particular order it is required that in cases where a Criminal Investigator is needed that the first attempts made are to Criminal Investigations Officers so that they may respond without delay if needed. What is critical is that all the notifications be made without unnecessary delay. Communications Operators will make their notifications based on the information that they have at the time the call is received and dispatched and not wait for confirmatory

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information. **IT IS PREFERABLE THAT NOTIFICATIONS BE MADE AND NOT NEEDED THAN NEEDED AND NOT MADE.**

- B. PATROL LIEUTENANT/SERGEANT/CORPORAL/DISTRICT OFFICER
RESPONSIBILITIES: Patrol Lieutenant/Sergeants/Corporals/District Officers will use their judgment and experience to determine which incidents in addition to those listed in section C will require Criminal Investigation Division and Administrative notification. Patrol Lieutenant/Sergeants/Corporals/District Officers will be responsible for responding in the minimum to all scenes listed below and communicating the status of the offense or incident to the responding Criminal Investigator and/or Administrative Officers. **KEEP IN MIND THAT IT IS PREFERABLE THAT NOTIFICATIONS BE MADE AND NOT NEEDED THAN NEEDED AND NOT MADE.**

C. MANDATORY NOTIFICATIONS:

1. Deadly force incidents resulting in injury or death: **(ALL)**
2. Officer causes death or serious injury to someone: **(ALL)**
3. Any death caused by homicide, suicide or accident: **(ALL)**
4. Member is injured, hospitalized or killed: **(ALL)**
5. Sexual Assaults: **(ALL)**
6. Assaults with any level of injury (does not include contact unless it could be classified as Sexual Harassment): **(ALL)**
7. Robbery: **(ALL)**
8. Burglaries: **(CP/CI/DC-P/)**
9. Criminal Mischief with a significant damage amount: **(CP/CI/DC-P)**
10. Terrorist activity/attacks. **(ALL)**
11. Incidents involving political sensitivity or major liability risk: **(ALL)**
12. Barricaded gunman or hostage incidents: **(ALL)**
13. Explosives incidents/bomb threats: **(ALL)**
14. Major fires, aircraft incidents, or other disasters which require police response: **(ALL)**
15. Civil disturbances/unlawful demonstrations: **(ALL)**
16. Kidnappings: **(ALL)**
17. Employee walk-outs or work stoppages: **(ALL)**
18. Major communications or computer equipment failure: **(CP/DC-A)**
19. Major damage to or malfunction of patrol equipment: **(CP/DC-P)**
20. Major incidents requiring unusual drain on Patrol manpower: **(CP/DC-P)**
21. Arrests or other incidents likely to generate special media attention; "newsworthy" events: **(CP/DC-A/DC-P)**



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- 22. Department member or other District employee arrested/charged with a crime: **(ALL)**
 - 23. Complaints on member of Department: **(CP/DC-A/DC-P)**
 - 24. Member involved in a traffic accident: **(CP/CD-A/DC-P)**
 - 25. Any district vehicle involved in a traffic accident: **(CP/DC-A/DC-P)**
 - 26. Power outages. **(CP/DC-A/DC-P)**
 - 27. Flooding. **(CP/DC-A/DC-P)**
 - 28. Any arrest. **(CP/DC-P/DC-A)**
- .41 Officers of the Patrol Division are to communicate with the on call Criminal Investigations Division Investigator personally by radio, phone or pager when relaying information.
- A. Officers will not request the Communications Operator to make calls or relay information whenever practical to do so themselves.
 - B. The Criminal Investigations Division on-call schedule is maintained in the Communications Office.
 - C. It is the responsibility of the Criminal Investigations Division to ensure that the Communications office has an up to date on-call schedule.
- .42 The Deputy Chief of Police/Administration and the Criminal Investigations Division will be notified in cases listed in .40 C indicated by the **(ALL)**, **(DC-A)** or **(CI)** tag and of the following situations:
- A. All crimes.
 - B. Crime scenes requiring fingerprinting, photographing, and/or collection of evidence using means not available to Officers of the Patrol Division.
 - C. Offenses where a victim or suspect will require transportation to a hospital for treatment.
 - D. Offenses where arrests are made and there is the possibility of obtaining a statement from an offender.
 - E. Any other offense of which an Officer is uncertain or feels that Criminal Investigations would be interested.



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- .43 In cases other than those occurrences listed in Section .40 C, Officers are to contact a Patrol Division Supervisor for questions or information on how to handle a specific incident, regardless of whether the incident has already occurred or is suspected to occur.
- A. The on duty Patrol Division Supervisor will determine if immediate Criminal Investigations Division involvement is necessary.
- .50 Officers are to keep the provided list of telephone and pager numbers on their person or readily accessible. Officers' phone numbers will not be given out over any radio frequency.