

EMERGENCY NOTIFICATION TO SUPERVISORS

<i>Effective Date:</i> April 15, 2013	<i>Directive Number:</i> 10-1-6	
<i>Special Instructions:</i> NONE		
<i>Distribution:</i> All Sworn & Civilian Personnel	<i>Last Re-Evaluation Date:</i>	<i>Total Pages:</i> 2

I. PURPOSE

The purpose of this policy is to provide police officers with guidelines concerning emergency notification to supervisors of serious or significant incidents.

II. POLICY

For the efficient and effective management of the department, it is necessary for command staff to be aware of serious and/or significant incidents. It is therefore the policy of this department that a command officer shall be immediately notified (as soon as practical) when one of the incidents in section IV occurs.

IV. DEFINITIONS

Command Officer: A sworn officer within the department who holds the rank of Lieutenant or above.

Supervisor: A sworn police officer within the department who holds the rank of Sergeant or above.

IV. PROCEDURE

A. In the event of one of the following incidents, a command officer will be notified. If, for some reason, a supervisor cannot be reached, one of the other supervisors (Sergeants) will be notified.

1. Injury to any officer;
2. All major felonies;
3. All felony assaults;
4. All crimes against a child (abuse);
5. all accidents with life-threatening injuries;
6. All departmental accidents (supervisors must respond);
7. DOA's
8. All pursuits;
9. Use of force where medical attention is necessary;
10. All sex crimes;
11. Any civil disturbances;
12. The closing of roads or evacuations due to weather;
13. All search warrants;
14. All drug arrests involving a trafficking charge;
15. Any damage or criminal activity involving Town property;
16. Any incident involving a Town employee;
17. Jurisdictional problems or questions;
18. Any departmental internal incidents, such as:

- a. Any criminal or civil dispute
 - b. Violations of:
 - Directives
 - Code of Conduct
 - S.O.P.'s
 - Memorandums
- B. Any command officer or supervisor who receives a phone call regarding notification of any of the above shall log each call. If compensation is to be received, an overtime sheet which will correspond with the supervisor's log will be submitted to and approved by the Chief.
- C. Any officer making notification to a supervisor who is off duty shall note same on the officer's activity report.

ORDERED and EXECUTED this 15th day of APRIL, 2013

Christopher Workman
Chief of Police