



CONCORD POLICE DEPARTMENT

General Order # 21-03

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Section: **ADMINISTRATION**

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Command Staff Notifications

Purpose
[11.4.5]

To recognize, clarify and share information on events or activities which may be of value to the command staff of the police department in order to allow for a coordinated response to a current or potential problem.

This is especially important when such events occur outside of normal business hours, when standard means of cross-communication are not in effect.

The Chief of Police and his/her command staff are to be made aware of any incident, arrest or situation that there may be a question as to the agency's liability or those which may result in heightened community interest.

The shift supervisor is responsible for making all notifications to the Chief of Police and the command staff.

Policy

This policy specifies the nature of those incidents that should be brought immediately to the attention of the Chief of Police and the Command Staff. Those incidents that can be postponed to a later time are also delineated.

The Chief of Police and his/her Command Staff shall be made aware of and carefully review all incidents wherein its employees have allegedly performed in a manner that created an increased likelihood of death or serious injury to persons or significant loss of property.

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Command Staff Notifications, Continued

Immediate Notifications

The Chief of Police and his/her Command Staff are to be **notified** **Immediately** in the event the following occur:

- Incidents resulting in severe personal injury, death, or potential death
 - Major events such as civil disorders, power outages, etc.
 - Mass casualty incidents
 - Hostage situations
 - Hate crimes
 - Defacement of property involving vulgar or hateful speech
 - Violent assaults
 - Serious injury to any department employee
 - Arrest of any department employee
 - Any incident involving a firearm or a weapon
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General Notifications

Incident types which **may** trigger notifications:

Although no such list can be all-inclusive, and common sense must be a guiding factor, the following list of incident types should be **considered** for triggering an On Call notification:

- Arrests for serious or unusual offenses
 - Sexual assaults
 - Active building fires
 - Unusual medical calls
 - Suicide attempts
 - Civil rights violations
 - Psychiatric committals involving violence or secondary victims
 - Events likely to draw press inquiries
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Reports

Forwarding of Reports:

Below is a list of reports that should be forwarded by the shift supervisor prior to the end of his/her shift. If for any reason a report cannot be sent at that time, an email shall be sent to the command staff with a synopsis of the event included as well as a time frame for the forwarding of such report(s).

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Command Staff Notifications, Continued

Reports, continued

- Arrest reports – Chief of Police, Captain, Patrol Division Commander, Support Services Commander, and Prosecutor.
- Complex or Sensitive Incident reports – Chief of Police, Captain, Patrol Division Commander, Support Services Commander, and Prosecutor.
- Mental Health reports – Patrol Division Commander, Support Services Commander, Detective Sergeant and department mental health clinician.
- Domestic Violence – Domestic violence liaison and domestic violence liaison backup– **NOTE: ONLY SEND THE CASE # BY EMAIL, THEY DO NOT NEED THE REPORT.**

Anytime that an issue arises during the shift that the supervisor feels warrants notification to the Chief of Police and his/her command staff, an email outlining the details of the issue or incident shall be forwarded to the patrol division commander. In the event that the issue warrants immediate attention, the shift supervisor shall call the patrol division commander.
