

## Major Incident Notification

### 358.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

### 358.2 POLICY

The Union City Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

### 358.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police and the affected Division Captain. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Homicides
- Traffic accidents with fatalities
- Officer-involved shooting - on or off duty (see Officer-Involved Shooting Policy for special notifications)
- Significant injury or death to employee - on or off duty
- Death of a prominent Union City official
- Arrest of a department employee or prominent Union City official
- Aircraft crash with major damage and/or injury or death
- In-custody deaths
- Offenses/Incidents likely to generate media attention

#### 358.3.1 DIVISION COMMANDER ONLY NOTIFICATION OR DELAYED NOTICE

Notification should be made up the chain of command. The Division Commander is responsible to ascertain whether the Chief of Police should be notified immediately or at a later time.

In determining when to notify the Chief of Police the Division Commander should consider time of day, public or media access to the Chief of Police and the need for immediate action on the part of the Chief.

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#### **358.4 WATCH COMMANDER RESPONSIBILITY**

The Watch Commander is responsible for making the appropriate notifications. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Watch Commander shall attempt to make the notifications as soon as practicable. Notification should be made by calling the cell or home telephone number first and then by any other available means.

##### **358.4.1 STAFF NOTIFICATION**

In the event an incident occurs described in the Major Incident Notification Policy, the Chief of Police shall be notified along with the affected Division Captain and the Support Services Lieutenant if that division is affected.

##### **358.4.2 INVESTIGATION NOTIFICATION**

The Investigations Division should be notified, as soon as possible, when a major incident has occurred. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Homicide or suspicious death
- Incidents involving firearms or weapons with serious bodily injury
- Rape
- Kidnappings
- Robberies where arrest(s) will occur outside city limits
- Officer involved shootings
- Arsons involving major injury
- Search and/or arrest warrants which cannot be delayed until the next business day
- Incidents where officer(s) are seriously injured
- Any incident wherein it is the opinion of the Watch Commander that immediate involvement of a detective is necessary to ensure the proper investigation of the matter.

If the incident requires the assistance of a Detective, a Detective Supervisor shall be notified. The Detective Sergeant, will review the facts and determine if detective resources are needed. In the event that neither the Detective Lieutenant nor Detective Sergeant are available, the on-call detective shall be notified.

##### **358.4.3 TRAFFIC UNIT NOTIFICATION**

In the event of a traffic fatality or major injury, the Traffic Sergeant shall be notified who will then contact the appropriate accident investigator. The Traffic Sergeant will notify the Captain who oversees the Traffic Unit.

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### 358.4.4 PUBLIC INFORMATION OFFICER

The Public Information Officer shall be called after members of staff have been notified that it appears the media may have a significant interest in the incident.

### **358.5 REVISIONS**

Revised: July 8, 2015

Revised: Jan 24, 2018

Revised: June 21, 2019