DAVIS POLICE DEPARTMENT

ADMINISTRATION NOTIFICATION OF UNUSUAL EVENTS
Policy and Procedure 2.56-C

DEPARTMENT MANUAL

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Unusual Event Notification
Major Incident Notification
Administration Notification

I. POLICY
As soon as practical after the occurrence of an unusual event or major incident, communications personnel shall send a notification to designated administrative staff advising them of the incident. In order to facilitate notification, the Watch Commander and involved officers have notification responsibilities as specified in this policy.

II. PROCEDURE
A. Types of Major Incidents or Unusual Events that typically require notification include;

- Hate crimes/Incidents
- Large scale arrests
- Vehicle pursuits
- Moderate/Major injury to department member
- Use of Force/Discharge of firearm by department member
- Major outside agency emergency assists
- Demonstrations or protests
- Crimes involving political or community figures
- Child abductions or reported possible/attempted child abductions or child luring
- Suspicious missing persons or missing persons classified as “at-risk.”
- Death Investigations
- Fatal or possibly fatal vehicle collisions
- Major accident or mass casualty incidents
- Incidents that results in serious injury to any person (e.g. stabbing, gunshot wound)
- Crimes/Incidents involving firearms
- School incident or evacuation
- Special Weapons and Tactics (SWAT) team response.
- Major fires
- Any other incident likely to have public/media interest

B. Responsibilities
1. Dispatchers: A dispatcher shall notify administration of the occurrence of an unusual event or major incident by sending an Everbridge message to the group Davis PD.
Admin or by sending a RIMS Admin page. It is incumbent upon the dispatchers to coordinate between themselves who will send the page. The notification should occur as time permits taking into consideration the activity level of the dispatch center. For incidents occurring between 2300 hours and 0600 hours, the Watch Commander will determine whether the notification will be immediately made or whether it should be sent around 0600 hrs. If an actual administrative response to the situation is required, the most appropriate administrator will be voice-called regardless of time. They can then call other administrators and/or have dispatch do the notification if necessary.

The message should contain the following information if possible.

- Incident/case number.
- A very short description of the type of event such as “use of force resulting in injury” or “Hate Crime.”
- If detectives, ERT, MAIT or an administrator were advised and, if so, who is responding.
- Whether or not suspect is in custody.
- If administration response is necessary and if so, which administrator should respond (that administrator should be called on the telephone to make sure they receive the message).

2. Watch Commander: If it is not obvious by the circumstances, it is the responsibility of the Watch Commander to notify dispatch of the occurrence of an unusual event or major incident and to provide dispatch with information sufficient to make the administrative notification specified above. The Watch Commander is responsible for either calling or having a dispatcher call if administrative support is necessary. Email is not considered a reliable method for contacting an administrator in a timely manner. Email will not be sent in lieu of the dispatch notification as specified above. If notification has not already been done by dispatch, the Watch Commander is directly responsible for doing an admin notification when a member is injured and requires medical treatment or is transported by ambulance.

3. Officer: If it is not obvious by the circumstances, it is the responsibility of the reporting officer to notify the Watch Commander of the occurrence of an unusual event or major incident and to provide the Watch Commander with information sufficient to make the administrative notification. Email is not considered a reliable method for contacting the Watch Commander in a timely manner.

Darren Pytel
Police Chief
04/05

Revised: 7/12 types of incidents added, officer responsibility added
7/15 Everbridge notification added. Watch commander do injury notification
10/19 types of events added and dispatch procedure changed

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