

Major Incident Notification

326.1 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.

326.2 POLICY

The Columbia Heights 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.

326.3 NOTIFICATION OF CHIEF OF POLICE OR POLICE CAPTAIN OF A CRITICAL EVENT

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

- Any city employee killed or seriously injured on the job.
- A serious personal injury or fatal accident involving a city owned motor vehicle or other piece of city owned equipment.
- Homicide or attempted homicide.
- A major fire.
- An armed robbery with media attention.
- A major burglary with media attention.
- A kidnapping.
- An arrest of any person who holds an elective office any place.
- Any hazardous material or chemical accident or spill that may be a pollution problem.
- The death, serious injury, or serious illness of any city council member, the city manager, a city department head, or a police department employee, no matter by what cause or where it occurred.
- A hostage situation.
- Police pursuit with injuries and/or media attention.
- A crime of violence where a victim sustains serious or life-threatening injuries.
- Traffic collisions with fatalities.
- Officer-involved shooting, whether on- or off-duty (See Officer-Involved Shootings and Deaths Policy for special notifications).

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- Arrest of Department employee or prominent Columbia Heights official.
- Aircraft crash with major damage and/or injury or death.
- In-custody deaths.
- Any other incident, which has or is likely to attract significant media attention.
- Any event not mentioned that the sergeant, or senior officer feels should promptly brought to the attention of a command officer. When uncertain about whether an event is critical, decide in favor of notification.

326.4 SHIFT SERGEANT RESPONSIBILITIES

The sergeant on duty, or in the absence of a sergeant, the senior patrol officer on duty must notify the Captain whenever a “critical event” occurs. If the Captain should come to the scene, notification may be made via Central Communications. If timely notification is necessary but there is no need for the Captain to come to the scene, then notification should be made in person or by telephone within a reasonable time. If there is no urgency to an event that takes place after 2200 hours and before 0700 hours, then notification should be made at 0700 hours.

For after-hours notification the Captain should be notified first by cellular phone and then at home.

When the Captain is not available or cannot be reached via telephone then the persons with the responsibility to report the critical event should report to the Chief of Police. When not on duty, the Chief is available at either his home telephone number or cellular number.

This notification does not relieve the employee or others of making other reports, either routine or those required by other directives.

A Supervisors Report of Significant Event shall be completed and emailed to the Chief, Captain, and Sergeants, and investigators if applicable with an e-copy sent to the Roll Call log.

326.5 NOTIFICATION OF CHIEF OF POLICE OR CAPTAIN OF NON-CRITICAL EVENT

- Non-serious on duty injury to a department employee that requires immediate medical attention.
- A property damage or minor personal injury accident in which a department employee or department vehicle was involved.
- A robbery or major burglary with no media attention.
- A vehicle pursuit involving CHPD officers.
- Felony narcotics arrests, and 5th degree controlled substance offenses.
- Search warrants executed in the city by CHPD or other law enforcement offenses.
- Felony crimes against persons involving 1st-4th degree assaults, non-domestic related.

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- Property crimes of a significant loss.
- Case involving suspect/prisoner injuries, suicides, or who require medical attention.
- Any use of force incident that resulted in injury that requires immediate medical attention.
- Forfeiture of property.
- Animal bite or dangerous animal event.

326.6 SHIFT SERGEANT RESPONSIBILITIES

The sergeant on duty, or in the absence of a sergeant, the senior patrol officer on duty shall notify the Captain if he is on duty of a non-critical event. A Supervisors Report of Significant Event shall be completed and emailed to the Chief and Captain and sergeant(s), and investigators with an e-copy sent to the Roll Call log.

This notification does not relieve the employee or others of making other reports, either routine or those required by other directives.