



Approved:
Chief Marcia Harnden

Subject:

292. Major Incident Notification

Effective:
September 27, 2017

Revised:
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CALEA Standards: 11.3.3, 41.2.4

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292.1: 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.

292.2: POLICY

It is the policy of the Albany Police Department to ensure that certain incidents are 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.

292.3: MINIMUM CRITERIA FOR NOTIFICATION

The following list of incident types is provided as a guideline for notification of the Chief of Police and the affected Division Captain, and is not intended to be all-inclusive:

- a. Homicides;
- b. Traffic crashes with fatalities;
- c. Employee-involved critical incidents (See [Law Enforcement Employee-Involved Critical Incidents: Policy 290](#));
- d. Significant injury or death to an employee on- or off-duty;
- e. Death of a prominent official;
- f. Arrest of City employee, an officer from another agency, or prominent official;
- g. Aircraft crash with major damage and/or injury or death;
- h. In-custody deaths;
- i. Any other event likely to attract media attention.

292.4: SHIFT SUPERVISOR RESPONSIBILITY

The Shift Supervisor is responsible for making the appropriate notifications. The Shift Supervisor shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Shift Supervisor shall attempt to make the notifications as soon as practicable.

292.4.1: STAFF NOTIFICATION

In the event that an incident occurs as described in Section 292.3, the Chief of Police shall be notified along with the affected Division Captain, the affected Lieutenant(s) or department manager.

292.4.2: DETECTIVE NOTIFICATION

If the incident requires that a detective respond from home, the Investigations Lieutenant shall be contacted, who will determine whether a detective should be notified.

292.4.3: TRAFFIC UNIT NOTIFICATION

In the event of a traffic fatality or major injury, the Shift Supervisor shall be notified who will then contact the appropriate crash investigator(s) by alerting the Multi Agency Investigation Team (M.A.I.T.).

292.4.4: PUBLIC INFORMATION OFFICER NOTIFICATION

The Public Information Officer shall be called after members of staff have been notified to prepare a news release for when the media may have a significant interest in an incident.