




ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

Chapter: 5 <i>Procedures</i>	Effective Date: <i>April 3, 2025</i>	Initiation Date: <i>March 1, 2005</i>	By Authority of the Chief of Police  Charles A. Penn
Accreditation Standard(s): CALEA 11.3.3			

511.01 Notifications and Calls

I. Overview

This Directive provides direction and guidance to ACPD officers on when and who to notify concerning certain events.

II. Policy

The Chief of Police, the County Manager, and/or the Commonwealth's Attorney shall be promptly notified of certain major or significant events that occur within or outside Arlington County. [11.3.3]

III. Procedure

A. *Chief of Police* - It shall be the responsibility of the Watch Commander to notify the Chief of Police, via the chain of command, of the occurrence of any of the following incidents:

1. Major emergencies, to include:
 - a. Riots or civil disorder within the County
 - b. Mutual aid requests
 - c. Any of the above occurring in a neighboring jurisdiction, which by proximity, may require the assistance or committal of personnel.
2. Significant crimes within Arlington, to include:
 - a. Homicide
 - b. Fatal accident
 - c. Any incident that may result in significant news or social media interest.
 - d. Robbery, burglary, or larceny involving an unusually large amount of property.
 - e. A crime alleged to have been committed by a police employee regardless of the location of the incident.
3. Serious injury or death of:
 - a. An Arlington Police Department employee
 - b. An Arlington County department or division head, a member of the County Manager's Office, or an elected official.

- c. A nationally prominent person when the injury or death occurred in Arlington.
 - d. Any person, when the injury or death results from action by a member of the Police Department.
 - 4. Significant arrest or police incident involving:
 - a. Any Arlington County Department or division head, member of the County Manager's Office, or elected County official.
 - b. Any high state or federal employee or official, key diplomatic official or nationally prominent person if the incident or arrest occurs in Arlington.
 - c. A member of the Police Department, regardless of the arrest location.
 - 5. Any situation that has gone beyond the control of the shift commander.
- B. *Police Department Deputy Chiefs* – Deputy Chiefs shall be notified of the following occurrences:
- 1. Any major emergency listed under III.A.1 (all Deputy Chiefs to be notified).
 - 2. Any crime alleged to be committed by a police employee (notify only the Deputy Chief under whose command the suspect employee works).
 - 3. Any serious injury or death under III.A.3.
 - 4. Any situation under III.A., if the Chief cannot be contacted. Deputy Chiefs should be called in the following order: OPS, CID, SMD, CED.
- C. *County Manager*
- 1. In the absence of administrative regulations specifying when the County Manager is to be notified or contacted, the decision to notify the County Manager for those incidents or offenses enumerated above shall rest with the Chief of Police or acting Chief of Police.
 - 2. If neither the Chief of Police nor any of the Deputy Chiefs can be reached in response to one of the situations described in subsection III.A., the County Manager shall be called. If the County Manager is unavailable, the Deputy County Manager shall be contacted.
- D. *Commonwealth's Attorney* – At the discretion of the highest ranking official on the scene, the Commonwealth's Attorney may be immediately notified when death or a life-threatening injury is sustained by an individual as the result of a criminal act, industrial accident, vehicle crash, or suspicious occurrence (death only). If notification does not occur immediately, it shall occur no later than 0900 hours on the next regularly scheduled workday.
- E. *Notification Responsibility* – The responsibility for assuring that the Chief of Police, acting Chief of Police, and division commanders are notified in accordance with the policy above shall rest with the Watch Commander. They may delegate the process to a subordinate or to the Emergency Communications Center. All necessary phone numbers shall be kept by the Emergency Communications Center.