

<b>DOUGLAS COUNTY SHERIFF'S OFFICE</b>		<b>Policy and Procedure</b>
<b>Specific Policies</b>		<b>P&amp;P-B-146</b>
<b>Notification Process in Emergency Situations</b>		
Effective Date: 07-20-22 Supersedes: 04-18-22	Approval: Sheriff	Number of Pages: 3
References: PP-A-108, PP-B-144, COM-C-508, COM-C-523, INV-B-422, PAT-J-209	Reevaluation Date: Annually	Standards: CALEA LE 41.2.4

**I. PURPOSE**

To establish a procedure for the notification of outside resources to assist in all areas of law enforcement activities or emergency situations.

**II. PROCEDURE**

A. Supervisory Notifications

1. Upon responding to an emergency requiring additional resources beyond the deputy's capabilities, the deputy shall notify the shift supervisor.
2. The Patrol supervisor will be notified of all major incidents that may require the supervisor's presence for the purpose of assuming command at the scene, see Dispatch [SOP COM-C-508 Patrol Supervisor Notifications](#).
3. All notifications of Emergency Medical Services or Fire Departments shall be handled through Dispatch.

B. Coroner Notification

- The Coroner's Office shall be notified of all deaths that are investigated by the Sheriff's Office. Once the supervisor has gotten to the scene, they will make all appropriate notifications. See [P&P-B-144 Death Investigations and the Coroner's Office](#).

C. School District Notifications – Public and Private

1. Unless there is an overriding investigative need to maintain confidentiality, the Douglas County School District (DCSD) shall be notified, in a timely manner, any time we investigate the death of a juvenile who may also be a student. **Notifications should generally be made by calling the 24-hour DCSD Security Dispatch Center at 303-387-9999.**
2. DCSD Security Dispatch can also validate which school a juvenile is a student and they can provide student and parent information in most situations.
3. When making a school district notification in cases involving a death, the lead investigator shall first coordinate any specific information-release limitations with the SRO Sergeant (or PIO in SRO Sergeant absence), and then contact DCSD Security Dispatch to coordinate what information is proper for them to release to the DCSD Crisis Team, students, parents, and staff. The lead investigator will only ask the school district to limit any information they release in cases where there is a legitimate investigative need.

- a. The SRO Supervisor responsibilities for a death notification are as follows:
  - Confirm that the subject is deceased or severely injured with death imminent
  - Confirm the name and that the subject is a Douglas County School District student or attends a Charter/Private School served by an SRO.
  - SRO supervisor will obtain the Infinite Campus Person Summary Report
  - Notify DCSD Dispatch of a student death to active the DCSD Crisis Response Team
  - SRO supervisor will act as a liaison between DCSO and DCSD to coordinate the information flow
  - Confirm that the DCSO Victims Advocate has made death notifications to all family members
  - Check with the lead detective to assure that releasing the name of the decedent will not jeopardize the investigation
  - Check with the Coroner to assure that the identification is confirmed, and the name release is approved
  - If cause of death is a suicide, attempt to get permission to release this to DCSD so that they may offer suicide prevention resources to the student body
  - Once the above steps are completed you may contact the DCSD Crisis Response Team and release the name and in some cases the cause of death
  - The DCSD Crisis Response Team will coordinate with the principal of the school to craft a message release to the staff and student body.
  - The SRO assigned to the school shall not release any information about the investigation until permission is obtained from the SRO supervisor.
4. This notification process should also be applied when investigating cases involving students, school staff, school property, or any school activity in other situations where there is a public safety concern involving a juvenile(s) who may also be students, per Investigation [SOP INV-B-422](#) and Patrol [SOP PAT-J-209](#).
5. In cases where there is a public-safety nexus to a private school student, building, staff, or activity, the lead investigator should coordinate notifications with the SRO Sergeant, PIO, or watch commander. Dispatch has contact information for most private schools.

#### D. Public Utilities

1. When deputies are made aware of public utility problems, they shall notify dispatch who shall notify the proper utility service for corrective action.
2. Public utility problems may include but are not limited to; water main leaks, downed power lines or poles, power outages, natural gas leaks, floods or other natural situations that may affect public utilities.

3. If public utilities situations are or have the potential to pose an immediate threat to public safety, the deputy shall; ensure that the shift supervisor is informed of the situation as soon as possible and take whatever action necessary to protect the life and health of the citizens.

E. News Media

1. The Public Information Officer shall be notified regarding any incident likely to generate media attention, whether it be criminal or non-criminal events.
2. The shift supervisor will direct dispatch to notify the Public Information Officer.

F. Road and Bridge

1. Whenever deputies become aware of problems that affect the public roadways of the County, they will have dispatch notify the appropriate county personnel.
2. Such problems may include but are not limited to; snow and ice build up on the roadways, malfunctioning traffic control devices, debris in the roadways, roadway deterioration that may affect safe travel.

G. Mutual Aid

- If it becomes necessary to request assistance from outside resources such as other agencies or the National Guard, refer to [P&P-A-108 Agency Jurisdiction/Mutual Aid](#).

H. Other Emergency Notifications

1. If Search and Rescue is needed, the deputy will notify dispatch. Dispatch will then send out a page to the appropriate on-call personnel.
2. If the Office of Emergency Management (OEM) is needed, the deputy will notify dispatch. Dispatch will then notify the appropriate OEM personnel

By Order of the Sheriff