

## **PUBLIC NOTIFICATION SYSTEM**

1. **PURPOSE:** To familiarize personnel with the operation and use of the public notification system.
2. **BACKGROUND:** In order to promote an open and free flow of information concerning Police activities, the need to establish a quick and reliable way to notify the local public and the media concerning activities in the city is needed. The public notification link is located on the City of Huntsville's website at <https://www.huntsvilleal.gov/government/media-center/city-notifications/>.
3. **SCOPE:** This directive is applicable to all personnel.
4. **RESPONSIBILITY:** All personnel will be responsible for complying with this directive.
5. **PROCEDURES:** The Huntsville Police Department will utilize the public notification system for Command Post operations where there exists an immediate need to notify the public about ongoing events. It will also be used to disseminate important information about emergency events that may impact the public in the areas of traffic safety or personal safety.
  - A. The notification system will be accessed via a computer link by Communications personnel at the 911 Center and other personnel authorized by the Chief of Police.
  - B. A sworn supervisor will notify the Communications Supervisor or designee to initiate the notification system. The sworn supervisor will provide the information to be distributed pursuant to this policy.

Any sworn supervisor may initiate the notification process at their discretion if an immediate need arises that is not directly covered by this policy.
  - C. The Police Communications Supervisor or designee should ensure accurate and complete information is disseminated.
  - D. The information relayed may include:
    1. The location of the event;
    2. The nature of the event;
    3. Specialized media requirements and needs, such as the location of the media briefing area, and/or the Police contact person at the scene;
    4. Specialized public requirements and needs, such as closed roadways and hazards such as gas leaks;
    5. Expected duration of the event, if known; and/or

6. Name of the on-scene supervisor.
6. PRIVILEGED INFORMATION: No information will be released that would violate the restrictions in place under Written Directive 504.2 *Public Information*.