P.O. 208 Command Notification Procedures			
Effective From:	11/03/2025	Effective To:	Current

P.O. 208 – Command Notification Procedures

1. POLICY
   - i) All commissioned personnel are responsible for reporting unusual events within their respective operational area. The on-duty Troop/Section supervisor shall initiate the notification process of any unusual event occurring after hours through their respective chain-of-command.
2. RESPONSIBILITIES
   - i) Troop/Section Commanders shall establish internal procedures to ensure that their chain-of-command is informed of any unusual events.
   - ii) Troop/Section Commanders shall evaluate information received for items that are significant and require notification.
   - iii) Troop/Section Commanders or their designees shall create an initial SharePoint Command Notification to report the event date, time, location, CAD Event/Case URL, and a brief description of the event.
     - a) A Follow-Up entry should be made to provide additional details of the event, to include arrests, notifications, and/or status of the event.
     - b) Recipients should include the section that initiated and/or investigated the event and the Troop in the area in which the event occurred.
   - iv) The SharePoint Command Notification shall be used by each Troop/Section as a means of documenting unusual events.
3. NOTIFICATION PRIORITIES
   - i) Events requiring immediate verbal notification to the chain-of-command shall include, but not be limited to:
     - a) Serious injury or death of Departmental personnel, regardless of duty status.
     - b) Any crash, incident, event, or other circumstance that has the potential for unusual news media or public interest.
     - c) Natural or man-made disasters, such as acts of terrorism or major hazardous material incidents involving evacuation or the potential for evacuation.
     - d) Large-scale civil disturbances, which are imminent or already in progress.
     - e) Pursuits, crashes, or use-of-force incidents involving a member of the Department, resulting in serious injury or death to any person.
     - f) Requests for the activation of the Critical Incident Command System detailed in P.O. 601 Critical Incident Response and Special Task Planning.
     - g) Events requiring activation of a significant number of off-duty personnel.
     - h) Complaints against agency personnel involving serious misconduct allegations, including:
       1) Criminal allegations,
       2) Sexual misconduct allegations,
       3) Workplace violence allegations, and
       4) Serious use-of-force allegations.
     - i) Any other event not mentioned specifically in this Order that the reporting Troop/Section Commander reasonably believes should be brought to the immediate attention of the Command Staff.
   - ii) Events not requiring immediate verbal notification, where a SharePoint Command Notification or e-mail notification will suffice, shall include, but are not limited to:
     - a) Discharging of weapons by or at Department personnel.
     - b) Major enforcement actions, such as significant criminal arrests or seizures.

c) SWAT missions, which are not a result of an emergency call-out.
d) Other agency requests for significant state police assistance.
e) Any other event not mentioned specifically in this Order that the reporting Troop/Section Commander reasonably believes should be reported by email or via a SharePoint Command Notification.