

<i>P.O. 208 Command Notification Procedures</i>			
Effective From:	11/3/2025	Effective To:	Current

H. 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 designee 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 which initiated and/or investigated the event and the Troop in the area of 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 action, 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.