

<i>P.O. 208 Command Notification Procedures</i>			
Effective From:	03-09-2020	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 update the Command Duty Officer Journal (CDOJ) of all actions taken, including any notifications made or other details to reflect the status of events.
- iv) The CDOJ shall be used by each Troop/Section as a means of documenting unusual events.
- v) Non-supervisors who respond to, or become aware of, an unusual event or circumstance during the course of their regular duties shall notify a supervisor by phone or radio transmission. Supervisors shall relay the information up the chain-of-command, as necessary.

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 which 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) 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 CDOJ entry 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 CDOJ