



ADMINISTRATIVE NOTIFICATIONS	
✓ new: rescinds: amends:	cross-reference: accreditation standards: NYSLEAP Standard(s): 40.2
effective date: December, 2020	amend date:

I. PURPOSE

The purpose of this General Order is to establish and describe policies and procedures to ensure supervisors are properly notified by their subordinates and respond to the scene of an incident when necessary. This General Order is not all inclusive, but enumerate those instances in which immediate notification must be made to a higher authority.

II. POLICY

It is the policy of the Tompkins County Sheriff's Office that members assigned to uniformed patrol duties, or any Sheriff's Office personnel who is the first member on the scene of any major incident identified in section III shall notify the chain of command in the prescribed manner as outlined in this procedure.

III. NOTIFICATIONS

A. Deputy Sheriff

1. Notify or cause to be notified the on duty Sergeant(s), *immediately*, in instances of:

- Any major incident or crime.
- Any event or incident occurs that may be expected to generate news media coverage beyond a standard news media release, or may impact the Sheriff's Office and community relations.
- Any escape or attempted escape from the custody of a member.
- Any situation likely to result in civil disorder.
- Any fatal or serious physical injury motor vehicle accidents.
- Any death case, natural or otherwise.
- Any missing person.
- Any lost person.
- Any barricaded subject.
- Any hostage situation.

- Any incident involving a law enforcement officer, on-duty or off-duty, for which there is potential for, or actual investigation into the conduct or activity of any law enforcement officer or any employee of the Sheriff's Office.
 - Any incident where a Deputy Sheriff is injured on duty.
 - Any incident where a person is injured due to the actions of a Deputy Sheriff.
 - Discharge of a firearm by any member, except for the destruction of a sick or injured animal.
 - Any incident where property of the Sheriff's Office is damaged.
 - Any incident involving a "person of notoriety".
 - Any search warrant.
 - Any emergency request from another agency, which will involve the use of TCSO resources outside of Tompkins County.
 - Vehicle pursuits in which Tompkins County units are involved.
 - Any incident on school property, or school sponsored function, which involves:
 - The threatened use or possession of a deadly weapon.
 - Serious physical injury caused to anyone.
 - The threatened release of a hazardous substance.
2. If for some reason the on duty Sergeant is unable to make notification to the next ranking member (Road Lieutenant, Undersheriff, and Sheriff) the most senior officer on scene will make notification.
- a. If the Road Lieutenant is unavailable, contact the Administrative Lieutenant or the Investigations Lieutenant.

B. Road Patrol Sergeant

1. When any of the incidents in section III A(1) occurs, whether the Sheriff's Office is the primary agency or not, notify or cause to be notified, as soon as reasonably possible, the Sheriff's Office Command Staff, following the chain of command listed below:
- Patrol Lieutenant
 - Undersheriff
 - Sheriff
2. It will be the responsibility of the on duty Sergeant to:
- a. Respond to and assume command of the incidents identified above in section III A(1) as appropriate.
- b. Determine if an immediate notification has to be made to the Patrol Lieutenant or in their absence, the Administrative Lieutenant or Investigations Lieutenant. If so, they shall personally notify the next successive member in the chain of command. Each member of the chain of command will be responsible to notify the next successive member.

- Notification shall be made in a timely manner, giving command staff members enough time to make any necessary decisions.
 - Notification shall be made by the Sergeant at the scene, if possible.
 - Before making any notification, the notifying member shall gather as much pertinent information as possible.
 - After the initial notification, the notifying member shall give the notified command staff member regular updates.
- c. If the incident does not require immediate response by a command staff member, the on-duty Sergeant will ensure all reports and computer entries are completed and submitted to the Patrol Lieutenant prior to the completion of the tour of duty, unless the officer has exceeded sixteen (16) hours worked within a twenty-four (24) hour period and has approval from the on-duty Sergeant to leave and complete all reports at the beginning of their next shift.
- d. Determine if an immediate notification has to be made to the Investigations Lieutenant or on call Investigator. If so, they shall personally make such notifications. Notification to the Investigations Lieutenant, unless done in the absence of the Patrol Lieutenant, does not satisfy the on duty Sergeants responsibility to notify the Patrol Lieutenant.
2. If the Sergeant is unable to contact the Patrol Lieutenant, or the Patrol Lieutenant is on leave, notification shall be made by contacting the Administrative Lieutenant or in their absence the Investigations Lieutenant. If a Lieutenant is unavailable, notification will be made by contacting the next member in the chain of command. This will continue until notification has been made.

C. Command Staff Member

1. The Command Staff consists of the Sheriff, Undersheriff, Patrol Lieutenant, Administrative Lieutenant and the Investigations Lieutenant.
2. When a command staff member receives a notification as a result of an incident identified in section III A(1), whether the member is on duty or on call, the command staff member shall:
 - a. Determine if a response to the scene by the command staff member is necessary.
 - b. Determine if the next ranking command staff member needs to be notified immediately or at a later time.

By Order Of



Derek Osborne
Sheriff