## Command Staff Situational Awareness Notification

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### Approval Signature

James L Whalen

Review/Revised by

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### Last Revision Date

October 18, 2021

### Effective Date

October 9, 2017
I. Purpose:

The purpose of this policy is to alleviate gaps in communications with University of Cincinnati Police Division (UCPD) Command Staff. The process will allow for the dissemination of pertinent information, provide updates, and avoid confusion.

II. Policy:

These guidelines are established to provide information to UCPD Command Staff regarding serious, unusual, or unexpected incidents involving students, faculty, staff, visitors, or university owned property. This information will be disseminated to Command Staff so they can act or advise other University officials or outside persons accordingly.

III. UCPD Notification Groups:

UC All – Notification group emergency communications personnel, on-duty police supervisor or above is authorized to utilize for active or imminent threat situations.

UCPD Command Staff – Notification group the on-duty police supervisor or above is authorized to use per the Command Staff Situational Awareness Notification policy.

UCPD Recall List - Notification group the on-duty patrol supervisor or above is authorized to use for a recall of personnel, immediate all staff meeting, notification of 12 hours shifts, etc.

IV. Procedure:

A. UCPD Command Staff includes:
   - Director of Public Safety
   - Police Chief
   - Assistant Police Chief
   - Police Captains
   - PIO
   - Clery Coordinator

B. Incidents requiring notification:  
The following list is not intended to be exhaustive, but should provide guidance regarding incidents requiring notification of UCPD’s Command Staff.
Command Staff Situational Awareness Notification

- Loss of life of student, faculty or staff occurring on UC property (Intentional, Self-inflicted, or Accidental)
- Arrest of University faculty or staff member
- Arrest of any student athlete
- Felony of any student (if non student athlete)
- Serious property damage or working structure fires
- Use of force
- Series of violent crimes (3 or more in a 24 hour period)
- Significant illness, injury or death of Public Safety employee
- Arrest of Public Safety employee
- Extended interruptions of public utilities
- Events where media is on scene or likely to respond
- Threats to the University
- Any Clery Reportable Crime - notify the Clery Compliance Coordinator for assessment of Timely Warning Notification (See Clery Notification Checklist)
- Any Hazing Investigation (Student Conduct shall also be notified immediately)
- Any biased-based crime

C. Field Operations Supervisor

When a Field Operations supervisor becomes aware of a serious, unusual, or unexpected incident involving a student(s), faculty, staff, visitors, or University owned property, the supervisor will direct the Communications Center to send an initial and follow-up communications to the UCPD Command Staff, using the Emergency Message Alert System (Rave). Any critical updates may be communicated in this same manner. In addition the supervisor will contact the Field Operations Commander to brief the Commander on the details of the situation. The Field Operations Commander will make notification through the chain of command (see situational notification list). The Chief will notify the Public Information Officer.

The notification should include:
- Type of incident
- Date
- Time
- Location (on or near campus)
- Name of the affected individual(s)
Command Staff Situational Awareness Notification

- UC affiliation of the affected individual(s)
- Incident summary
- Incident status
- Special consideration should be given to:
  - Area – wide or targeted area (reach)
  - Potential threat to UC community (occurring event or imminent threat)

D. Decisions to make external notifications outside of an immediate ongoing threat will be made by the Public Safety Director, the Police Chief or their designee. In exigent circumstances where there is an imminent threat to persons or property, the Field Operations OIC may make external notifications prior to contacting the Command Staff.

References

UCPD Policy 10.1.100 Traffic Enforcement and Activities
UCPD Policy 16.3.200 Timely Warnings
UCPD Policy 17.1.200 Critical Incident Response Plan
UCPD Policy 17.1.400 Emergency Notification Policy