




**Department of Public Safety
Police Division
Operations Policies and Procedures**

<u>Title</u> Command Staff Situational Awareness Notification		<u>SOP Number</u> 11.2.800	
Approval Signature 			
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Reviewed/Revised by			Pages 4
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Command Staff Situational Awareness Notification

- I. **Purpose:** The purpose of this policy is to alleviate gaps in communications with the 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 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 meetings, notification of 12 hours shifts, etc.

IV. Procedure:

A. UCPD Command Staff notification group includes:

- Director of Public Safety
- Police Chief
- Assistant Police Chief
- Police Captains
- Police Lieutenants
- Emergency Communications Center Manager
- Public Information Officer
- Clery Act Compliance Coordinator
- Director PS Technical Operations
- Director Emergency Management
- Police Division Chief of Staff

B. Incidents requiring notification:

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The following list is not intended to be exhaustive but should guide incidents requiring notification of UCPD's Command Staff.

- Loss of life of student, faculty, or staff occurring on UC property (Intentional, Self-inflicted, or Accidental)
- The arrest of University faculty or staff member
- The arrest of any student-athlete
- Serious property damage or working structure fires
- Critical Use of force resulting in hospitalization or death
- Series of violent crimes (3 or more in 24 hours)
- Extended interruptions of public utilities
- Emergency events where media is on the scene or likely to respond
- Threats to the University
- Any biased-based crime
- Significant safety-related incidents that may affect the members of the University community, may garner media attention, or both (e.g. shooting, large structure fire)

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 notifications through the chain of command ([see situational notification list](#)). The Chief will notify the Public Information Officer.

The notification should include as much detail as known at the time relating to:

- Type of incident
- Incident summary
- Incident status
- Special consideration should be given to the potential threat to the 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

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designee. In exigent circumstances where there is an imminent threat to persons or property, the Field Operations OIC may make external notifications before 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