



# POLICY AND PROCEDURE

# NO.360

## Notifications Policy

Date Issued October 3, 2005	Date Effective October 3, 2005	Revision No. 1	No. of pages 2
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This policy is designed to assist Commanding Officers in their notification requirements as specified within the *Policies and Procedures* of this department. All incidents, which involve the policies listed below, require notifications through channels to the Chief of Police by no later than 08:00 the following day. As always, if the specific policy requires, immediate notifications shall be made.

Chief of Police	Internal Affairs	Training Division
Inspectional Services #10		
Off Duty Assignments #60		
Injured of Duty #80		
Recruit Selection #125		
Visiting Officials #300		
Outside Requests #301		
Media Relations #305		
Pawnbrokers #342		
Revenue Management #351		
Use of Force #400	xxx	xxx
* Use of Firearms #405	xxx	xxx
Service Baton #410	xxx	xxx
Oleoresin Capsicum #415	xxx	xxx
High Speed Pursuits #420		xxx
Domestic Violence #451		
D.V. Involving Employee #453	xxx	
Detention of Foreign Nationals #455		
Court Appearances #470		
Internal Affair Investigations #500		
* Civil Rights Violence #515		
Photographic Surveillance #580		
Departmental Vehicle Accident #610		xxx
Towed Vehicle #692		
Handling Prisoners #700 (Injured Prisoner)	xxx	xxx
Prisoner Suicide #703	xxx	
Strip Search #720		
Emergency Call Up #800		
Bomb Threat #805		
SWAT Team #810		xxx
Tactical Patrol Team (To be drafted)		xxx
Governing Work Schedules #900		

Whenever two or more notifications are required by this policy, a periodic review involving the Chief of Police, the involved commander(s), and any other officer as requested by the Chief of Police shall be made for policy and training development.

If an incident occurs, which is of an obviously severe nature when viewed objectively, it shall be analyzed in conjunction with the policy or policies encompassed, and with all evidence at hand. When necessary, a further investigation shall be conducted until an accurate conclusion is attained. This review or analysis shall be conducted at the earliest possible time after the incident is stabilized, any imminent dangers are alleviated, and necessary information is acquired.

\* - Indicates notification to Detective Bureau.

Per:

A handwritten signature in black ink, appearing to read "Gary J. Gemme". The signature is written in a cursive style and is positioned above the printed name.

Gary J. Gemme  
Chief of Police

(Policy #360 Notifications Policy December 17 2004 was revised October 3, 2005)

GJG/km