



COMMAND NOTIFICATIONS

Directive 13 - 112

Date of Issue: March 2015 Amends/Cancel: 3-103, 3-112 December 2014

I. PURPOSE

To establish a policy that delineates the proper procedure for notifying command personnel when serious, significant, or high profile incidents occur in the department's area of responsibility.

II. POLICY

All MCP personnel will notify their commander or assistant commander, via the chain of command, in the event of certain incidents. Commander's will then, as soon as practical, brief executive level command in order to coordinate response and address further inquiry.

III. PROCEDURES

- A. Whenever a serious, significant or high-profile incident occurs, the shift supervisor will notify the detachment commander and/or assistant detachment commander.
- B. The detachment commander or an assistant detachment commander will notify the operations commander.
- C. Notification will not be delegated to non-supervisory officers or police communications operators.
- D. The shift supervisor will notify command staff as soon as conditions allow and in no instance more than 30 minutes from the time the first officer arrives on the scene.
- E. All notifications should be made via emergency contact phone lists; if no answer is received, a message should be left, however, a person has not been notified of an incident or situation unless direct contact has been made with the person. It should be noted that leaving a voicemail message, sending an e-mail or text messages does not mean that the person has been notified. Notification has only been made when the recipient acknowledges receipt of the information sent.
- F. If the shift supervisor is unable to make direct contact the detachment commander or assistant detachment commander, they should call the operations commander directly.

G. This policy applies to all incidents that MCP personnel are involved in any capacity. These include the following:

1. Significant injury, illness or death of MCP personnel or immediate family, on or off-duty.
2. Use or attempted use of deadly force.
3. Discharge of a department firearm except to destroy an injured animal.
4. Departmental accidents involving injuries.
5. Allegations of criminal acts against department personnel.
6. Hostage and / or barricade situations.
7. Homicides or other suspicious deaths.
8. First degree assaults.
9. Significant injury to, or death of, a prisoner.
10. Traffic fatalities.
11. Robberies.
12. Bomb threats or bombings.
13. Carjackings.
14. High-profile arrests (allied personnel / government personnel).
15. Large drug arrests or seizures.
16. Currency seizures of \$5,000 or more.
17. Protests or riots in or around MCP jurisdiction.
18. Terrorism-related incidents or credible threats.
19. Natural disasters.
20. Significant road closures affecting ingress or egress from MCP properties.
21. Facility incidents requiring evacuations, resulting in significant closures, or where significant damage has occurred.
22. Other significant newsworthy or high-profile incidents.

H. This list is not meant to be all-inclusive – good judgment should apply when any significant or noteworthy event occurs.

I. When applicable, the shift supervisor will ensure that a briefing is completed and forwarded to command personnel.