

Major Incident Notification

327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Havre de Grace Police Department in determining when, how and to whom notification of major incidents should be made.

327.2 POLICY

The Havre de Grace Police Department recognizes that certain incidents should be brought to the attention of commanders or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

327.3 CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police, the affected Division Commander and the City. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Officer-involved shooting, whether on- or off-duty (see the Officer-Involved Shootings and Deaths Policy for special notification)
- Homicides, suspicious deaths or deaths related to law enforcement activity
- Crimes of unusual violence or circumstances that may include hostages, barricaded persons, home invasions, armed robbery or sexual assaults
- At risk missing children or endangered missing adults
- In-custody deaths
- Aircraft, train, boat or other transportation accidents with major damage and/or injury or death
- Traffic accidents with fatalities or severe injuries
- Death of a prominent Havre de Grace official
- Significant injury or death to a member of the Department, whether on- or off-duty
- Arrest of a member of the Department or prominent Havre de Grace official
- Equipment failures, utility failures and incidents that may affect staffing or pose a threat to basic police services
- Any other incident, which has or is likely to attract significant media attention

327.4 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander is responsible for making the appropriate notifications. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as

Havre de Grace Police Department

HGPD Policy Manual

Major Incident Notification

possible before notification, and shall attempt to make the notifications as soon as practicable. Notification should be made with a telephone or cell phone call.

327.4.1 COMMAND STAFF NOTIFICATION

In the event an incident occurs as identified in the Criteria for Notification section above, the appropriate Division Commander shall be notified. This commander will make a determination as to notifications to the Chief, other commanders, and PIO.

327.4.2 INVESTIGATOR NOTIFICATION

If the incident requires consultation or an investigator respond from home, the on-call investigator will be notified with telephone or cell phone call.

327.4.3 MAJOR INJURY OR TRAFFIC FATALITY NOTIFICATION

In the event of a major injury or traffic fatality, the supervisor will respond to the incident and determine if additional resources are needed. Appropriate notifications will be made to command personnel.

327.4.4 PUBLIC INFORMATION OFFICER

After members of the command staff have been notified, the Public Information Officer shall be called if it appears the media may have a significant interest in the incident.