

CITY OF OAK POINT

DEPARTMENT OF PUBLIC SAFETY POLICE OPERATIONAL POLICIES

POLICY: 1.4 NOTIFICATION

REVISED DATE: 09.03.15

PURPOSE

Due to the sensitive nature of certain incidents, the Director of Public Safety at times requires immediate notification. This order describes the incidents requiring that information and orders that the Director be notified when safe to do so, as well as less urgent issues which require less urgent notification.

Definitions

City: The term "City" shall mean The City of Oak Point.

Department: The term "Department" shall mean the Department of Public Safety.

DPS Personnel: The term "DPS Personnel" shall include all persons within the Department, whether paid or volunteer. Officer shall simply mean a person trained and certified as a police officer by the state.

Supervisor: Means any person responsible for directing the work of others.

POLICY

A. Immediate Notification

The Director of Public Safety will be verbally notified immediately by the primary officer on the incident or at his direction and an email report will be provided by the primary officer to the Director of Public Safety at the completion of the incident if any of the following incidents occur:

1. Injury or death of a person in police custody.
2. Injury or death to or incident involving DPS personnel.
3. Incident involving any city employee, public figure, official or member of their family.
4. Incident or accident involving any Department equipment which results in substantial loss.
5. Mutual Aid or agency assist outside the general area (5 mile)
6. Homicide/Suicide
7. Hostage or barricaded individual

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8. A disaster (i.e. plane crash, tornado strike, or hazardous material spill, etc.)
9. Kidnapping/Child Abduction/Agg. Sexual Assault of a Child,
10. Assault involving serious bodily which may result in death.

The report will be prepared by the primary officer with a supplement from all additional personnel and will be completed prior to the end of the shift during which the incident occurred.

B. Non-Immediate Notification

The Director of Public Safety will be notified by email as soon as an incident is complete and before the end of an officer's shift if any of the following incidents occur:

1. Damage to Department Equipment
2. Damage to Department Facilities
3. Person wishing to file a complaint regarding the conduct of an officer
4. Member is late coming on shift greater than 10 minutes (notification is to be made when the officer is 10 minutes late by the officer remaining on shift then again when they have arrived, and by the late member after they arrive.)
5. Any instances regarding contact with past or present City Council Members or city staff which the officer feels should be passed on,
6. Any instance or incident where an officer feels they should report an incident to a supervisor.
7. Any death or structure fire (which results in significant loss or injury).

The notification will be made only once and will be prepared by the officer most directly involved.

Approved: *M. Shackleford*
M. Shackleford

Adopted 10.01.2013

Revised 10.29.2013 Content and Format

Revised 09.03.2015 Content and Format