

Incident Notification

419.1 VERSION

Review Date	Effective Date	Approving Authority
5/29/19	7/9/18	Eric D. English, Chief of Police

419.2 POLICY AND PURPOSE

The purpose of this policy is to provide guidance to members of the Harrisonburg Police Department in determining when, how and to whom notification of significant incidents should be made. The Harrisonburg Police Department recognizes that certain incidents should be brought to the attention of supervisors 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.

419.3 ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

419.4 CRITERIA FOR NOTIFICATION

The Chief of Police, commanders, supervisors and other specified personnel shall be contacted at the earliest opportunity in the event of any incident occurring in the City or involving the department that may be serious, major, controversial, sensitive, require extensive media involvement, or may otherwise have an adverse effect on the Department.

- (a) The following incidents will require notification to the Chief of Police and Command staff members. Notification should be made using the call notification protocol posted in ECC for:
1. Robbery
 2. Life-threatening aggravated assault
 3. Officer-involved shooting or use of deadly force
 4. Traffic fatality or crashes with serious injuries
 5. Homicides or suspicious deaths
 6. Any hostage, barricaded subject, or active shooter incident
 7. Any missing juvenile or mentally/physically challenged adults
 8. Any civil disturbance

Harrisonburg Police Department

Policy Manual

Incident Notification

9. Any death or injury to a prisoner in police custody
 10. Any officer/employee that has been seriously injured in the line of duty (notify Professional Standards Corporal also)
- (b) The following incidents will require internal notification to the Chief of Police, not using the protocol posted for ECC:
1. Incident that involves any high-profile individual (i.e. council person)
 2. Incident that may involve off-duty officer/employee behavior (notify Professional Standards Corporal also)
 3. Any serious allegation of misconduct against an officer/employee (notify Professional Standards Corporal also)
 4. Arrest of a police officer/employee for an offense other than a minor traffic infraction (notify Captains also)

419.5 SUPERVISOR RESPONSIBILITIES

The supervisor is responsible for making the appropriate notifications. The supervisor shall make reasonable attempts to obtain as much information on the incident as possible before notification, and make notifications as soon as practicable.

419.5.1 COMMANDER RESPONSIBILITIES

If a situation requires the need for departmental services and/or personnel (MCU, ART, CDU, etc.), the on-duty commander, after notification from the supervisor, will make an adequate assessment of response needs, and will contact and coordinate actions with affected commanders, supervisors, and other subordinate units.

419.5.2 PUBLIC INFORMATION OFFICER

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

419.5.3 CITY MANAGER

It shall be the duty of the Chief of Police, or in his absence a Bureau Commander or the Duty Officer to notify the City Manager, when any of the above incidents occur.