

**DAYTON POLICE DEPARTMENT
GENERAL ORDER
COMMUNICATIONS****RICHARD S. BIEHL – DIRECTOR AND CHIEF OF POLICE**

REV. 4/17

POLICY STATEMENT

The Regional Dispatch Center (RDC) is responsible for coordinating nearly all incoming requests for police service. Without an efficient and effective method of coordinating crew activity, police operations would become difficult or impossible. Effective communications can only be accomplished when the dispatcher, supervisors, uniformed officers, and detectives work together as a team, dedicated to providing prompt response to calls from citizens.

Officers and detectives must coordinate their activities with the dispatcher in order to achieve complete communications. Responsibility for monitoring compliance with the procedures established in this policy rests with the field supervisors.

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I. CRITERIA FOR DISPATCHING CREWS TO REQUESTS FOR SERVICE

- A. Dispatchers speak with the authority of the Chief of Police. This authority is not to be debated on the radio.
- B. In all situations where response time is of significant value to the delivery of service, dispatchers will send the most appropriate crew available, regardless of division, beat, or assignment.
- C. The RDC divides radio calls into 9 priority levels. The Computer Aided Dispatch (CAD) system determines the priority based on incident type. This automatic priority can be overridden by the dispatcher as information dictates. Choosing the proper incident type is important since it will determine the priority level of the call.
- D. Priority 1 and Priority 2 calls are to be dispatched to the most appropriate officer, within two minutes of receipt. Any available officer, including contract officers, may be utilized.
 - Priority 1 calls are dispatched as emergency response; officers are to utilize their emergency equipment (lights and siren) to respond when they are dispatched on a Priority 1 call and will follow the Emergency Operation of Marked Police Vehicles guidelines set forth in General Order 3.02-4 while on emergency runs.



- E. Priority 2 and 3 calls are to be dispatched to the first available officer within the affected division, without unnecessary delay.
- F. If the officer feels a response with the use of emergency equipment is necessary that is outside of the Emergency Operation of Marked Police Vehicles guidelines set forth in General Order 3.02-4, they may request that their supervisor approve an emergency run. Factors prompting an officer to make the request may be personal knowledge of the situation, the officer's location, traffic conditions, or other mitigating circumstances.
- G. Priority 4 or lower calls are to be dispatched to the beat crew or person covering a beat. It is the division squad supervisor's responsibility to see that all beats are covered. When officers respond to Priority 4 or lower calls they will respond in a timely manner. Officers are permitted to conduct other more urgent police business while responding to these calls. Officers should respond as quickly and safely as circumstances permit so as not to keep citizens waiting longer than necessary.

II. RESPONSIBILITY FOR MAINTAINING MAXIMUM CREW AVAILABILITY

A. Regional Dispatch Center (RDC) Responsibility

1. Officers will request to be placed out of service via radio and use the MDC to then place themselves in and out of service (i.e. meal breaks, on reports, meetings, court, etc.). Officers will include their location on the MDC.
2. If an officer fails to respond after the dispatcher has attempted radio contact twice, the dispatcher will employ the alert "tone" on all Dayton channels, simulcast for the officer on all Dayton channels, and send the officer an MDC message. The dispatcher will advise the officer's supervisor of the officer's last location and the time since the last communication. The officer's supervisor will conduct any appropriate investigation.
3. When a violation of the Communications Policy or any other misconduct occurs, the RDC supervisor will advise the officer's supervisor.
4. If a message is directed to one officer in a two-man unit, the first initial of the last name is used.
5. When removing prisoners from the jail for medical treatment, officers from the division where the arrest occurred will be dispatched. When response time is important, the most available officer from the Central Patrol Operations Division will be sent.
6. When transmitting a Priority One emergency call, the dispatcher will **precede** the call with an audible alert "tone". The tone will alert officers and supervisors that important information will follow. The dispatcher will dispatch the call giving the incident type and remarks; officers being dispatched on a priority 1 call are authorized to activate their emergency equipment to respond to the call. All emergency calls are to be sent over the radio and the MDC. The "tone" only serves to ALERT crews of emergency traffic. Emergency runs are authorized per General Order 3.02-4 Section I.
7. If the call is of a sensitive nature, the dispatcher may elect to not transmit the information over the radio. In these cases the dispatcher may alert the call to all officers in the affected area and their supervisors via MDC.
8. The dispatcher will frequently use Neighborhood Assistance Officers (NAO's) on service type calls consistent with their mission (General Order 1.10-9 - Neighborhood Assistance Officers).
9. Division supervisors will monitor the backlog of lower priority calls. If a backlog of calls occurs the division supervisor will determine how to resolve the problem.



B. Police Officer's Responsibility

1. Wear the portable radio in a manner that will decrease the chance of damaging the radio unit.
 2. Go "on-duty" via the MDC no more than Fifteen minutes after the designated starting time, unless roll-call is held over and the dispatcher has been previously notified.
 3. Monitor your portable radio, listen for your crew number and respond when called. When called by the dispatcher, respond with your location.
 4. An audible "on scene" is not necessary when responding to low priority calls. The primary record of arrival will be transmitted via the MDC. When responding to high priority calls and calls with other units, officers will indicate their arrival over the radio and on the MDC.
 5. Do not respond to a call without authorization from the dispatcher. *As noted in General Order 3.02-4 Section I, a non-dispatched crew may respond to a call or incident with emergency equipment activated, however they are required to notify the dispatcher that they are "responding to the specific location with lights and siren".
 6. When dispatched on a call, assume the complainant / caller-in wishes to be contacted. The Regional Dispatch Center will only make a notation when a complainant does not wish to be contacted. All attempts should be made to make contact with a complainant / caller-in to include requesting a call back via dispatch or by responding to the last known location of the complainant.
 7. Provide a disposition upon completion of the on-scene investigation via MDC and/or radio (See section VII.). If reports or a broadcast must be made, the officer will request to be placed out "on reports" prior to leaving the scene. If not on a call, the request will not be made until the officer is at the location where the reports are to be completed. This request will be made by radio, and officers will place themselves on a "report break" via the MDC. Officers will not engage in any unrelated activity before giving a disposition signal to a call. The practice of changing locations while on a call in order to go to a Division HQ or other location in order to complete reports or any other activity is prohibited. If the officer must change location in relation to their call, they will advise the dispatcher of their new location.
 8. When transporting any persons for any reason, officers will give their starting location and mileage to the dispatcher. Officers will also advise the dispatcher if the person being transported is an adult or a juvenile and their gender. Upon arrival at their destination, officers will give their ending location and mileage.
 9. Officers will advise the dispatcher if it becomes necessary for them to "double up." They will not remain together after the need to do so has passed (i.e., transporting a prisoner, etc.).
 10. Officers and division sergeants will clear out the last call of the tour and go "off duty" via the MDC. The division supervisor will check to ensure that their officers report "off duty" at the end of a tour. The division supervisor will determine if officers not reporting "off duty" at the end of a tour are safe. It will also be the responsibility of the division supervisor to attach a disposition to any un-cleared calls on the officer's MDC and to put the officer "off duty" on the MDC.
11. CONTACTING DISPATCH OR TELETYPE VIA TELEPHONE
- Dayton Police Department personnel will not contact dispatchers on the telephone. Personnel who have been requested to call the RDC supervisor will not call any other dispatch position. Other than command staff, Dayton Police personnel will not call the RDC dispatch supervisor for information that is available to the caller from another source.



- Personnel wanting home telephone numbers of other personnel will access MIS or consult with a supervisor.
 - If a detective or officer needs a dispatch entered into the system they will call the RDC non-emergency number (225-HELP).
 - Entry to the RDC will be off limits to all personnel unless personally authorized by their on duty supervisor and the RDC dispatch supervisor.
 - Personnel contacting teletype via telephone to request information will be required to give teletype personnel their crew number, name and PDA number for the LEADS information access log.
 - **RDC Phone Numbers**
 - 225-HELP (4357) – Non Emergency Line
 - 228-HELP (4357) – TDD/TTY Line
 - The following numbers are not for public use:
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
12. All officers will possess a current city directory for locating streets.
13. When an officer commences a self-initiated contact, the dispatcher will be given the location and reason, and the dispatcher will enter the information.
14. When a traffic stop is made, the dispatcher will be notified of the location, vehicle make, license number and if the officer knows if warrants are showing as soon as practicable. All stops will be entered into the MDC as soon as practicable. The dispatcher will periodically check up on the officer until the officer advises to "cancel checks." Officers engaged in traffic stops are not excused from taking dispatch calls. Traffic stops will not be made when an officer is enroute to Priority 1 or 2 calls. Traffic stops on Priority 3 calls are made with permission from the dispatcher only.
15. Self initiated calls or traffic stops with arrests must be entered by the officer or the dispatcher if the officer is unable.
16. When a detective or plain clothes officer initiates a contact for any reason (contacting a suspect, witness, etc.); they are to notify the RDC dispatcher on the radio channel of the location where they will be putting themselves out. They will advise the dispatcher of the location and reason for the contact and when they are clear of the contact. This does not apply to pre-planned events (e.g. drug raids, etc) where the RDC is aware of the event.
17. Officers will request a meal break via the portable radio, not the MDC. Meal breaks will be 30 minutes or less, and will not be taken one hour from the beginning or one hour from the end of the tour of duty. No more than two officers may be at one location for a meal break. The meal break will be entered on the MDC.

The dispatcher will determine whether to approve a meal breaks and reports based on call load.

Meal breaks are to be denied whenever there is a Priority 1 or Priority 2 call holding, citywide.



Meal breaks are to be denied whenever there is a Priority 3 call holding within the affected division. Meal breaks are to be denied when there are pending property damage accidents on major thoroughfares.

Meal breaks are to be taken within the boundaries of the officer's or supervisor's assigned division unless they are on a special assignment or special circumstances exist as dictated by the Division Commander.

18. Officers will advise their supervisor if they will be late getting off-duty. If the officer cannot contact a supervisor, the dispatcher will be advised and provided with an anticipated time of completion on the call. The information will enable the officer's supervisor to inform the oncoming supervisor of their status.
19. Officers will remain available for calls until ten minutes before the end of tour.
20. Officers are responsible for all information entered in the MDC from their tour.
21. If an officer is on-duty and scheduled for an assignment that they will be unable to attend (e.g. court), they will advise the dispatcher to contact that assignment and advise them of the officer's situation.
22. Please submit feedback whenever you experience problems related to dispatching or any time you would like to commend the Regional Dispatch Center for a job well done. Please provide as much detail as possible in order for specific issues to be addressed.

The information should be submitted by sending a detailed email to [REDACTED]

The subject field for the email should include [REDACTED]. Alternatively, feedback can be submitted by visiting [REDACTED] and selecting the help deck topic [REDACTED].

In order for issues to be efficiently addressed, the following information should be noted in the email.

- Date and time of incident
- Address of call
- DIBRS or call number
- Crew numbers involved
- Narrative concerning the incident

Officers are not permitted to communicate directly with RDC personnel by any means (Radio, MDC, telephone) on matters of RDC operations (commenting on dispatchers alerting calls, requesting "no checks" for the whole shift, etc.). RDC personnel have their own policies to follow and if there are issues, DPD personnel will utilize the above feedback system or notify their supervisor to address the problem.

C. Supervisor's Responsibility

1. Supervisors will personally contact officers under their command violating this policy and take corrective action. Street supervisors who become aware of violations made by dispatch personnel will, if urgent, contact the RDC supervisor. If not urgent, they will submit a form to the RDC Liaison via the feedback system. This will not be done over the air.
2. If a field supervisor has an assignment requiring an officer to be "out of service," they will proceed as follows, prior to conducting roll call:
 - Contact the RDC dispatcher to ascertain call load. If the call load is heavy, the supervisor will not place the officer on the assignment, unless it is an emergency. If the assignment is an emergency,



they will inform the communications supervisor and provide the crew number, location, and approximate duration of the assignment. The officer will make the appropriate MDC entry.

3. If roll call will go beyond fifteen minutes, the supervisor will advise the dispatcher.
4. The field supervisor will inform the dispatcher of all on-duty personnel changes. Prior to granting mid-shift compensatory time, the field supervisor will ensure that no "backlog" of requests for service exists in the affected division.
5. When an officer is not present at the conclusion of the shift, the supervisor will not go off duty until he has ascertained why the officer is late and received an estimated time they will complete the call. When the supervisor has received this information, he will advise the oncoming supervisor of the status of the officer.
6. The supervisor responsible for any special event will provide the RDC with a detail providing the location or personnel, parade map, etc. If a monitor is needed, it should be requested well in advance through the RDC Liaison.
7. Supervisors of special assignments, (i.e., detectives, task forces, special investigations detectives conducting stakeouts and raids) are responsible for notifying the RDC and supplying detailed information when necessary.

III. OFFICER NEEDS ASSISTANCE (Signal 99)

Officers can initiate an "officer needs assistance" response by activating their portable radio's emergency button or by verbally transmitting a "Signal 99." The response of the RDC to a Signal 99 is dependent upon the method used to initiate the response.

A. Portable Emergency Button.

1. Upon activation of a portable emergency button, the RDC dispatcher will immediately attempt to contact the activating officer and determine the location and nature of the emergency.
 - If there is an actual emergency, the RDC will broadcast a signal 99 stating the officer's location (including city/township name), the nature of the emergency, and all pertinent information. Response to the signal 99 will be determined by the RDC (Division, Zone, City-wide and/or County-wide response).
2. If the officer's location is not known and/or the officer does not respond, the RDC will dispatch available units to begin a search, starting at the officer's last known location. The search will continue until the officer is located.
3. If the officer requesting the assistance cancels responding officers prior to their arrival, the RDC and/or on duty supervisor will ensure that at least one unit contacts the activating officer and visually confirms the false alarm or the emergency is over.

B. Verbal Signal 99 - officers should include their location if they are not out on a call or stop.

- Upon receipt of a verbal signal 99, the RDC dispatcher will broadcast a signal 99 stating the officer's location (including city/township name), the nature of the emergency, and all pertinent information. Response to the signal 99 will be determined by the dispatcher and/or on duty supervisor (Division, Zone, City-wide and/or County-wide response).



- C. The first unit on a scene will immediately provide the dispatcher with an update of the situation and advise when the scene is stabilized. Either an officer or supervisor on the scene will cancel the signal 99 when no further assistance is needed.
- D. Police encounters are usually dynamic situations and officers requesting assistance should be cognizant that they need to be clear on what they are requesting (i.e. an emergency response for assistance vs. needing just a few additional officers to respond for support).

IV. INCLEMENT WEATHER

The Motor Vehicle Coordinator (MVC) will have the responsibility of advising the Assistant Chief of Police or their designee of pending weather concerns. This process will allow for logistical readiness when severe weather is expected. Additionally, when weather conditions make road travel hazardous for police cruisers, the on-duty field commander or highest ranking street supervisor will contact the Division Commanders of Patrol Operations and request that a "Weather Emergency" be declared. If the request is approved, only emergency calls will be responded to until road conditions improve.

- A. Inclement weather response to calls – when the weather becomes hazardous, the ranking street supervisor will contact Assistant Chief of Police or their designee and advise them of conditions and obtain approval for an "inclement weather advisory". Once an inclement weather advisory is declared, crews will only respond to priority 1, 2 and 3 calls and hazard priority 4 calls (water main breaks, trees down blocking roads, etc...). All other calls will be handled by telephone, where possible and the caller may be advised that they can call back the next day.
- B. During an inclement weather advisory, officers should be "stationed" in locations throughout their patrol areas to allow an adequate response to high-priority calls. It will be the responsibility of the highest ranking street supervisor to determine when to resume normal call for service delivery.

V. REQUESTING AND MAKING RADIO BROADCASTS

The number of preliminary and radio broadcasts made by officers and dispatchers requires that a procedure be followed. This insures all information necessary for detection and apprehension of wanted persons and vehicles is broadcast to all police personnel equipped with radios.

A. DISPATCHER

When the Dispatcher broadcasts a crime in progress, they will relay all pertinent information verbally and through the MDC. That information will also be simulcast on detective channels as plainclothes detectives may also be in the area of a crime in progress.

B. FIELD OFFICERS and DETECTIVES

After an officer receives permission to make a preliminary broadcast they will broadcast the location, description of any vehicle involved, suspect description, direction of flight etc.

VI. REQUESTING A DISPATCH COPY FROM RDC

- A. Records requests from the RDC for *Incident History Details, 911 calls, Non- Emergency Calls and Radio Traffic* are to be sent via e-mail to the Regional Dispatch Center (RDC) helpdesk email at [REDACTED] using RDC Request Form RF-013. (See Appendix A)
- B. If the request is crucial to an investigation that crews, i.e., Homicide, SVU or other units are on-scene of, and the recordings are needed for investigative purposes, the case detective or supervisor can contact the RDC at [REDACTED] and request to speak to the on-duty supervisor to expedite the request.



- C. The following information (if known) is required to complete a records request: address, date/time of incident, DIBRS or Incident History Detail number. Furthermore, the RDC also has the ability to locate a call(s) from the phone number the caller utilized when contacting the RDC (excluding SOME wireless calls.)
- D. All recordings of radio traffic, 911 and non-emergency lines are only stored for 365 calendar days.
- E. Citizens requesting dispatch records from the Regional Dispatch Center should be referred to the Montgomery County Sheriff's Office, Records Department, located at 345 W. Second Street, Dayton, OH 45402. The MCSO Records Department operates 24 hours a day.
- F. Division Coordinators will pick up DPD mail at the DPD mail slot at the Sheriff's Office Records Section on W. Second Street and then drop it off at our Counter Position each regular workday. DPD supervisor's, detectives, and the City Prosecutor's Office that have requested CD's of 911 calls, radio traffic, and other information from the Regional Dispatch Center will be able to have them sent via interdepartmental mail in this manner. Division sergeants needing a quick turn around on such CD's from the RDC can pick them up at the RDC, if they make arrangements with one of the RDC shift sergeants.

VII. DAYTON POLICE DEPARTMENT RADIO PROTOCOL

National Incident Command (NIMS) interoperability protocol dictates that departments utilize plain language radio communications to prevent misunderstandings or miscomprehension of radio traffic among coordinating responders. Therefore, officers will always endeavor to utilize plain language when communicating on the radio system. Some examples are listed below; the only universal code currently recognized is the "Signal 99" officer needs assistance code.

Meal break/Chow	Requested to be placed out of service for a meal break.
On reports/Report Break	Requested to be placed out of service to complete reports.
Mental Health	Call involves a mentally ill person.
OK	Indication that a need for assistance is not anticipated.
Cancel Checks	The Dispatcher will check up on officers at pre-determined times until the officer advises to cancel checking up on them.
Signal 99	Officer in trouble, needs immediate assistance, emergency basis.
On duty	Officer is on the air, available for service.
Clear of call (plus disposition)	The call was valid call that requires reports – indicate officer's actions (i.e. arrest, offense report, etc.) – See call disposition codes below:

Officers will clear their calls via MDC and/or radio with the below dispositions:

Call Disposition Codes:

A	Arrest
B	Detail Completed will also be used on MDC to return to service from ADMIN Calls
C	Citation Issued
D	Cancelled by Dispatch
F	Field Interview Card Completed
G	Gone on arrival
H	Handled by another Agency
L	Unable to Locate
N	No Report
R	Report Completed (indicate type of report in Comments on MDC)
S	Supplemental Report Completed
U	Call Unfounded
W	Warning Issued

Off duty/Out of service/End of watch - Used to signify the end of the shift or temporarily unavailable for calls

On scene - Used to advise the dispatcher of the officer's arrival at scene of a dispatch.



Restrict channel ___ Emergency traffic only - Officers may request a "Restricted Channel" - The dispatcher will state, "Restricted Channel ___" at (location) for (incident - i.e. robbery in progress) for (crew #).

These calls will be dispatched via MDC and not over the radio; crews should avoid the use of these terms on the open radio. The RDC will direct the affected officers and their supervisor to immediately review the call on their MDC's:

BOMBFD Hazardous device or substance found
BOMBTH Threat of hazardous device or substance

Alert Tone Used by the dispatcher before an emergency or important dispatch to gain attention on selected channel. Officers will refrain from using the radio until the call has been dispatched

Low Profile Response This procedure is to be used any time a low profile response is needed, i.e. need to keep media from the scene, suspects monitoring radio etc. Unless special circumstances exist, the information will be alerted to all officers and the dispatcher will advise officers to check their MDC.

VIII. CREW CALL NUMBERS ---Refer to the current Assignment Detail for Crew Numbers.

IX. ELECTRONIC MESSAGES

Only legitimate work related transmissions are to be sent via the Management Information System (MIS), and the Mobile Data Terminals (MDC).

X. PAGING AND NOTIFICATION OF CITY OFFICIALS AND COMMAND STAFF

This section sets forth guidelines that will be adhered to regarding paging and notification of Command Staff, City Officials, and specialized personnel. The on-scene commander will notify the RDC to initiate notifications as listed below or can send out their own pages and notifications via the RDC Sendwordnow System. The Sendword now system can be accessed via the internet: [REDACTED]

The RDC supervisor/on-scene commander will include in the page the location of the incident, brief description of the incident, the crew number of the person in charge, and channel the incident is on.

Personnel being notified of a callout should avoid calling the RDC supervisor on the phone. Generally, the RDC supervisor will only have the information that is already included on the page and nothing more. Command staff should contact the commanding officer on the scene using the radio channel described in the page or via cell phone.

See the following situations where a notification will be sent and to the list of personnel required to be notified:

A. Officer Involved Shooting or Use of Force Where Serious Physical Harm has occurred:

- City Manager
- Assistant City Manager
- Chief of Police (also call on telephone)
- Assistant Chief of Police (also call on telephone)
- All Majors
- All Lieutenants
- Professional Standards Bureau Commander
- Homicide Squad
- Police Information Specialist
- Peer Counselors
- FOP President



- Law Department
- Range Officer (OIS only)

B. Injuries to Officers Requiring Admission to a Hospital

- City Manager
- Assistant City Manager
- Chief of Police (also call on telephone)
- Assistant Chief of Police (also call on telephone)
- All Majors
- Commander of Injured Officer's Bureau/Unit
- Police Information Specialist

C. Arrests of City Officials

- City Manager
- Assistant City Manager
- Chief of Police (also call on telephone)
- Assistant Chief of Police
- All Majors
- Central Investigations Bureau Commander
- Police Information Specialist

D. Homicide Callout

- City Manager
- Assistant City Manager
- Chief of Police
- Assistant Chief of Police
- All Majors
- Central Investigations Bureau Commander
- Homicide Squad
- Police Information Specialist

E. HNT/SWAT Callout

- City Manager
- Assistant City Manager
- Chief of Police
- Assistant Chief of Police
- All Majors
- SWAT Unit
- HNT Unit
- Police Information Specialist

F. Professional Standards Callout

- Chief of Police
- Assistant Chief of Police
- All Majors
- Professional Standards

G. Bomb Squad Callout

- City Manager
- Assistant City Manager
- Chief of Police
- Assistant Chief of Police
- All Majors



- Bomb Squad
- Police Information Specialist

H. Special Traffic Investigations Unit

- City Manager
- Assistant City Manager
- Chief of Police
- Assistant Chief of Police
- Appropriate Superintendent of Patrol Operations
- Special Traffic Investigations Unit
- Police Information Specialist

I. Large Disturbance or Citywide Signal 99

- City Manager
- Assistant City Manager
- Chief of Police
- Assistant Chief of Police
- All Majors
- Police Information Specialist

J. Routine Callout of Investigative Units – (SVU, Division Detectives, Violent Offenders Unit, etc.)

The unit supervisor will advise if paging anyone other than unit members is necessary.

K. Arrest of City Employees

Anytime any City of Dayton employee is arrested and/or charged for any crime other than a Minor Misdemeanor offense, the arresting officer's supervisor will be notified, who will in turn notify the Watch Commander. The Watch Commander will be responsible for ensuring that notification (in person, by phone, or by e-mail) is made to the Director of Human Resources and to the appropriate Division Commander of Patrol Operations. In the absence of a Watch Commander, the officer's immediate supervisor is responsible for ensuring the notifications.

Notification must be made within 24 hours or the next business day if the arrest took place on a weekend or holiday. Notification will include the name of the arrested person and all charges for which the individual was arrested.

- #### L. Traffic Signal Crews –Traffic Signal Crews would prefer to be called in to repair Traffic Signals that are malfunctioning (the intersection is all out, in flash mode, not cycling properly or obvious major damage) after their regular working hours. Officers will be dispatched to the scene of any afterhours signal outage or malfunction prior to any call-out. Once on-scene, they will make the determination whether or not to call out a Traffic Signal Crew (using the above guidelines as a determining factor). If there is any doubt about the intersection outage or malfunction, the officer will contact the RDC to contact the on-call Traffic Signal Crew to make a determination on whether or not to respond.

XI. NOTIFICATION OF ADMINISTRATORS

Key department and city administrative personnel shall be notified in the event of a major disaster, significant injury to, or the death of an employee or prisoner, serious accident involving a City-owned vehicle, large scale measured response for mutual aid or any noteworthy event or criminal act with major political, financial, or community impact.

- #### A.
- Subsequent to any of these scenarios, the Watch Commander shall make verbal contact with the appropriate Division Commander of Patrol Operations or their designee in a timely manner to provide a briefing of the incident.



- B. In the event the Watch Commander is unable to make contact with the appropriate Division Commander of Patrol Operations or their designee, they will contact the Division Commander of Investigations and Administrative Support or the Division Commander of the Division Commander of the Office of the Chief of Police.
- C. Once notification has been made by the Watch Commander to the appropriate Division Commander of Patrol Operations or their designee, the Division Commander shall assume responsibility for ensuring that the Assistant Chief of Police and/or Chief of Police has been properly briefed. In addition, the appropriate Division Commander of Patrol Operations or their designee shall notify the Director of the Law Department.
- D. In the event contact is made with one of the other Division Commanders, that Division Commander will assume responsibility for notifying the Assistant Chief of Police and/or the Chief of Police.
 - 1. The Division Commander that is contacted may instruct the Watch Commander to make any of the above notifications any other notification deemed necessary.
 - 2. The Assistant Chief of Police will notify the Chief of Police.
- E. Prior to the end of the Watch Commander's tour of duty, they will prepare a written report of the incident and distribute the report to the offices of the Chief of Police, Assistant Chief of Police, and each Division Commander.

Appendix A

Request for Dispatch Record/Closed Incident Report



The following form is located in the "P" drive under the Police Forms folder:

Date Requested: _____
Requestor's Name: _____
Division/Department/Agency of Requestor: _____
Phone #: _____ Email Address: _____
Date of Incident: _____ Time of Incident: _____
Check type(s) of media audio file is to be placed on: CD <input type="checkbox"/> WAVE file (sent via email) <input type="checkbox"/>
<u>List Location of Incident below</u>
DIBRS #: _____ Set for Trial: <input type="checkbox"/> Yes <input type="checkbox"/> No
Case #: _____ Date of Trial: _____ Court Room #: _____
Defendant's Name: _____
Complainant's Name: _____
Type of Complaint (Burglary, Dom. Viol., etc.) _____
Additional Comments:
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