

*Maryland-National Capital Park Police*  
*Prince George's County Division*

## DIVISION DIRECTIVE

TITLE <b>NOTIFICATIONS</b>			PROCEDURE NUMBER <b>PG406.0</b>
SECTION <b>Operational Procedures</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>08/01/04</b>	REVIEW DATE <b>08/01/06</b>
REPLACES <b>PG406.0 "Notifications", issued 02/15/02</b>			
RELATED DIRECTIVES <b>PG604.1, 702.0</b>	REFERENCES <b>CALEA 42</b>	AUTHORITY <b>Commander Larry M. Brownlee, Sr.- Division Chief</b>	

### I. PURPOSE

To establish a system for notifying designated Division Officials of emergency situations or significant events that may require their immediate attention, for making criminal investigator notifications, and for making notifications to other persons and agencies concerning police actions or needed service.

### II. POLICY

Our policy is to maintain an effective flow of information throughout the Division to facilitate the control and supervision of emergency situations or significant events and to effectively communicate with the public and media.

### III. DEFINITION

Senior duty officer: The on-duty Operations Duty Officer (Lieutenant), patrol sergeant or senior officer working.

### IV. COMMAND STAFF

- A. Timely notification of designated officials will be made for all situations or events listed in Section IV.K. below. Good judgment must be used by the Operations Duty Officer or senior duty officer to ensure that notifications in less serious matters occurring during the night are initiated the next morning.
- B. Communications personnel will immediately notify the Operations Duty Officer or senior duty officer, if working, whenever the existence of a listed situation or event becomes known to them.

**NOTIFICATIONS**  
**PG406.0**

- C. The senior duty officer will respond to the scene of all listed situations or events occurring within this Division's jurisdiction. The Operations Duty Officer will confer with the senior duty officer determining promptly the need for him/her to respond to the scene.
- D. Immediately upon verification of a listed situation or event by the senior duty officer, and at the direction of the Operations Duty Officer or designee, Communications will ensure that notifications are made as listed in Section IV.K. below. Communications will maintain an up-to-date list of notification numbers.
- E. At the outset of a listed event, the on-duty dispatcher will utilize the Alpha Numeric Paging System and leave a message for all command staff personnel of the situation. If the communication is merely for informational purposes with no call back required, command staff need not respond. The Chief, Park Police Division, will determine when non-park police personnel need to be notified. **All employees issued pagers will ensure that the pager is in proper working order, with the power on, and in their possession at all times.**
- F. The senior duty officer, Operations Duty Officer and/or Sergeant, will maintain a cellular phone, as provided by the Division, in his/her police vehicle during the entire tour of duty.
- G. The Chief, Park Police Division, will notify Communications personnel if there is a need to notify commission personnel outside the Division.
- H. The Operations Duty Officer or in his/her absence the senior duty officer will be responsible for the issuance of a commander's report documenting all details of the situation/event prior to the end of his/her tour of duty.
- I. Nothing in this directive will prohibit the senior duty officer from notifying a superior officer of a situation/event or call for service when in his/her opinion, the notification is necessary or in the best interest of the Division.
- J. All notifications to other law enforcement agencies, except lookouts, will be made by the Operations Duty Officer, senior duty officer or designee only.
- K. Affected events:
  - 1. Homicides and attempts
  - 2. All deaths
  - 3. Kidnappings/Abductions
  - 4. Armed Robberies
  - 5. Rapes
  - 6. Any burglary of M-NCPPC property.
  - 7. Large amounts of seizures of controlled dangerous substances, monies or conveyances, if requested by the senior duty officer

## **NOTIFICATIONS**

### **PG406.0**

8. Bombings, bomb threats or the discovery of an explosive device
9. Disasters resulting in a loss of life or involving extensive property damage
10. Aircraft accidents
11. Incidents involving Division vehicles and horses resulting in serious injuries to civilians or police personnel/animals
12. Hate-Violence crimes (RRE)
13. Critical missing persons
14. Large demonstrations or disorders
15. Shots fired at or by Division officers (including the destruction of animals)
16. Receipt of significant intelligence information requiring the immediate deployment of personnel
17. Serious injury to an officer in the line of duty or death of an officer regardless of duty status
18. Any incident involving a prominent person
19. The arrest of any M-NCPPC employee

## **V. SPECIAL NOTIFICATIONS**

- A. Any incident where a Park Police Division employee becomes the subject of a criminal investigation or is accused of misconduct or impropriety. Notify the Division Chief and Area Operations Assistant Chief of that employee, only.
- B. Any incident where a commission employee becomes the subject of a criminal investigation or is accused of misconduct or impropriety. Notify the Director of Parks and Recreation, Division Chief and M-NCPPC General Counsel's Office only.
- C. After a supervisory evaluation of the situation, an accident reconstruction specialist will be requested (from Prince George's Police Department or other available agency) to respond to the scene of any accident involving death or life threatening injury, or significant damage to any occupied Commission vehicle. The Operations Duty Officer and/or senior duty officer may request that an accident reconstruction specialist (Prince George's County Police or other available agency) respond to any accident involving unusual situations or circumstances. If necessary, the call-out procedure will be invoked.

## **VI. CRIMINAL INVESTIGATOR NOTIFICATIONS**

- A. An (on-call or on-duty) Investigator will be notified by the Operations Duty Officer or designee to respond to the following crimes and incidents when appropriate:
  1. Homicides, accidental deaths (excluding motor vehicle accidents) and suspicious deaths;
  2. Rape and all sex offenses;
  3. Aggravated assaults (including all shootings);
  4. Hate-violence/(RRE) incidents;
  5. Kidnapping or abduction;
  6. Bomb discovery or detonation;

## **NOTIFICATIONS**

### **PG406.0**

7. Robberies
  8. Shootings
  9. Child abuse
  10. Burglaries
  11. Any incident when deemed necessary by the Operations Duty Officer or senior duty officer.
- B. The Operations Duty Officer or senior duty officer shall direct the on-call detective to respond as necessary to process crime scenes and conduct investigations.
- C. The Internal Affairs Section Manager will be notified by Communications and respond immediately to the following incidents:
1. Deadly force incidents resulting in death or serious injury
  2. Departmental accidents resulting in death or serious injury
  3. Incidents resulting in emergency suspension of Departmental personnel

## **VII. EMERGENCY CALL-UP ALERT PROCEDURES**

All affected officers and employees of this Division will be notified in the event of an actual state of emergency involving the Commission in the manner set forth below, based on the decision of the Chief, Park Police Division or designee.

A. Procedures

1. Level I

The situation indicates mobilization of the Division may be necessary. The location of all affected officers and employees must be known by his/her family or station, and he/she must be able to report for duty within one hour after notification.

2. Level II

An emergency is imminent and off duty personnel will be needed. All affected officers and employees will be notified via telephone, or whatever means necessary, that their services are required and they will report for duty immediately.

3. Level III

The emergency appears to be one of major proportion. If Level II procedures have not been accomplished, they must be at this time.

## **VIII. MISCELLANEOUS NOTIFICATIONS**

A. Deceased, Seriously Injured or Seriously Ill Persons

## **NOTIFICATIONS PG406.0**

1. All notifications to family members, relatives, next of kin or close friends will be carried out promptly and in a considerate manner. Notifications regarding Division personnel will be handled pursuant to Division Directive PG702.0 – “Serious Injuries, Illness, or Death of Officer/Family Member”.
2. All death notifications to be made within Prince George’s County will be made in person by two Division officers, to include a supervisory officer if possible. Whenever possible, serious injury/illness notifications will be made in person by a uniformed officer. Consideration should be given to having a member of the clergy, a relative, or a neighbor present when these notifications are made.
3. Requests to agencies outside Prince George’s County for notification to family members, relatives, next of kin or close friends will be first attempted by telephone to the local police agency. To confirm our authority and request, a brief summary of the reason, the name of the investigating or requesting officer and a phone number for further information will be sent via MILES/NCIC.
4. Any requests received to make notifications of this type for other agencies will also be handled in the above manner.

### **B. Roadways and Public Utilities**

1. Officers will note any and all hazards observed on the roadways of the Commission, County or State, or involving any utility which may pose a hazard to others or require immediate attention to ensure public service.
  - a. Immediate hazards will be promptly reported to Communications who shall in turn contact the appropriate agency. Officers will take whatever actions necessary to safeguard others regarding these hazards.
  - b. Routine problems found on Commission property will be reported by the officer using an ‘Area Operations Work Request Form’.
  - c. Routine problems found off of or not involving Commission property will be reported to the appropriate agency in the most expeditious manner depending on the problem.

### **C. News Media**

The prompt notification of the news media will be the responsibility of the Public Information Officer of the Division. He/she will make all media notifications on any given situation requiring such notification.

**NOTIFICATIONS**  
**PG406.0**

The Public Information Officer will be notified of all events as outlined in Section IV.K. of this directive. The PIO shall be notified whenever news media is on the scene at an event.

**End of Document**