

- A. **PURPOSE.** To ensure that the Chief of Police or designee are notified of serious incidents that occur within the City that may affect the Police Department
- B. **NOTIFICATION PROCEDURE.** The Chief of Police or designee shall be notified immediately upon the occurrence of any of the incidents listed in Section C. The appropriate Deputy Chief, Service Area Commander, Public Information Officer, and Support Services Division Commander shall be notified for incidents outlined on the notification matrix maintained in the Watch Commander's office.
- C. **INCIDENTS REQUIRING NOTIFICATION**
1. Homicide or suspicious death
 2. Assault involving a potential death
 3. Gunshot victim (any degree of injury)
 4. Fatal traffic accident
 5. Aggravated sexual assaults (stranger)
 6. Death or serious injury (including broken bones/lacerations) to police employees, on or off-duty
 7. Serious injury to a citizen due to any use of force by police employees
 8. Discharge of firearms by police employees
 9. Armed, barricaded persons
 10. Potential or actual hostage situation
 11. Activation of the Special Response Team for tactical or "special" operations
 12. Kidnapping, abduction (non-custodial)
 13. Detonated explosive/incendiary device or the threat of an explosive device at any governmental building, school, or other critical location.

14. Threat of an explosive device at any governmental building, school, or other critical location.
15. Bank Robbery
16. Major fire and fire-related death or potential death
17. Hazardous material incidents
18. Major Utility failure
19. Change in the Department of Homeland Security Advisory System Threat Conditions
20. Communications or utility failure in the Police Headquarters
21. Tornado warning
22. More than four officers sick per unit
23. Civil Disorder or potential protest that may result in Civil Disorder
24. Arrest of VIP or ranking city employee
25. Mass casualty incident
26. 10-39 with special circumstances

D. SPECIFIC RESPONSIBILITIES

1. The on-scene supervisor shall notify the Watch Commander of the circumstances involved in any of the above listed incidents.
2. The Watch Commander shall make the appropriate notifications as listed in B. of this procedure using the notification matrix.