




City of Manassas Police Department General Duty Manual



Effective Date: 02-04-2011	GENERAL ORDER	Number: 01-20
Subject: Notification Policy		
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General Order 1-20	Dated: 10-01-2007	
Accreditation Standards: 11.4.5/ 41.2.4	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 3

PURPOSE:

To establish the procedure for notification of the Chief of Police, City Manager, Mayor, and City Council Members in the event of emergency conditions.

POLICY:

It is the policy of the Department to notify the Chief of Police, City Manager, Mayor, and City Council Members, in the event of serious incidents or events occurring within the City, as well as other conditions that may seriously affect the City.

DISCUSSION:

N/A

PROCEDURE:

I. Notification of the Chief of Police

- A. The highest ranking supervisor on duty is responsible for causing the Chief of Police or his designee to be immediately notified, in the event of:
 1. Any situation that would warrant the activation of the City Emergency Operations Plan, including but not limited to:
 - a. Any emergency / disaster condition affecting the City, the region, or the United States, as defined in the City Emergency Operations Plan, published separately.
 - b. Any national emergency declared by the President of the United States that would affect the City.
 - c. Any Virginia regional or local emergency declared by the Governor or Virginia that would affect the City.
 2. Any incident where there may be a question or concern as to the agency's liability or those which may result in heightened community interest including but not limited to the following. 11.4.5
 - a. The death, critical injury, or injury requiring immediate hospital treatment of any member of the Department.
 - b. Any incident involving the use of a firearm by department personnel (except to destroy an injured animal).
 - c. The suspension and revocation of police powers.
 - d. Incidents involving serious misconduct of Department members.
 - e. Any de-arrest situation.
 - f. Any crimes or incidents involving City government officials or Department members.
 - g. Accidents involving City vehicles where there is a personal injury or extensive property damage.
 - h. Prisoner injury requiring medical treatment at a medical facility.
 3. Major crimes, such as but not limited to:
 - a. Homicide.
 - b. Rape.
 - c. Commercial or home invasion.

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- d. Armed robbery.
- e. Assault, involving serious injury.
- f. Barricaded or hostage situations.
- g. Found incendiary devices or bombs.
- h. Vehicle Pursuits involving personal injury, property damage or traveled outside the jurisdiction.
- 4. Searches for escaped prisoners.
 - a. Jail break incidents.
 - b. Unauthorized release of an inmate.
 - c. Escape from custody in the field.
- 5. Searches for missing persons, involving resources beyond the capability of the Department.
- 6. Any situation where emergency recall of Department members to duty is required or imminent.
- 7. Large gatherings, such as:
 - a. Civil disturbances.
 - b. Demonstrations or pickets.
 - c. Situations involving potential or imminent riot.
- 8. Any evacuation of City residents.
- 9. All suspicious deaths.
- 10. All major fires.
- 11. All impending natural disasters.
- 12. Any incident or information that the supervisor deems to be of sufficient importance.

II. Notification of the On-call Division Commander.

- A. The Duty Supervisor is responsible for causing the On-call Division Commander or designee to be promptly notified in the event of:
 - 1. Homicide, Suspicious Death or Unattended Deaths
 - 2. Rape or Aggravated Sexual Assault
 - 3. Commercial or Home Invasion Robbery
 - 4. Malicious Wounding
 - 5. Medical Examiner's Case (See G.O. 6-13)
 - 6. Abduction
 - 7. Child Abuse or Neglect
 - 8. Narcotics offenses that involve the recovery of significant amounts of narcotics, money and or intelligence.
 - 9. Missing Persons and Runaway Juveniles when there is reason to believe that such person may be endangered. Factors to consider include the person's age, health, medical or psychological condition, or any other factor that may suggest such person is at risk.
 - 10. Any other offense or incident that the Duty Supervisor feels that ISD should be notified about or that may require subsequent follow-up or resources from ISD.

III. Notification of the City Manager, Mayor, and City Council Members

- A. After receiving notification of any of the incidents noted in Part I above, the Chief of Police or his designee is responsible for the notification of the City Manager, Mayor, and City Council Members, in one of the procedures noted in Sections C, D and E, below.
- B. The City Manager is responsible for the notification of the Mayor and City Council Members.
- C. In the event of the following incidents, immediate notification is made:
 - 1. Any situation that would warrant the activation of the City Emergency Operations Plan, including but not limited to:
 - a. Any emergency / disaster condition affecting the City, the region, or the United States, as defined in the City Emergency Operations Plan, published separately.
 - b. Any national emergency declared by the President of the United States that would affect the City.

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- c. Any Virginia regional or local emergency declared by the Governor or Virginia that would affect the City.
 - 2. The death or critical injury of any member of the Department.
 - 3. Any crime or incident involving City government officials.
 - 4. Homicide.
 - 5. Barricaded suspect or hostage situations.
 - 6. Found incendiary devices or bombs.
 - 7. Searches for escaped prisoners.
 - a. Jail break incidents.
 - b. Unauthorized release of an inmate.
 - c. Escape from custody in the field.
 - 8. Searches for missing persons, involving resources beyond the capability of the Department.
 - 9. Large gatherings, such as:
 - a. Civil disturbances.
 - b. Demonstrations or pickets.
 - c. Situations involving potential or imminent riot.
 - 10. Any evacuation of City residents.
 - 11. All major fires.
 - 12. All impending natural disasters.
- D. In the event of the following incidents, a "next day" notification is made:
 - 1. Rape.
 - 2. Suspicious deaths, other than homicide.
 - 3. Commercial or home invasion.
 - 4. Armed robbery.
 - 5. Any situation where emergency recall of Department members to duty was required.
- E. In the event of the following incidents, a memorandum makes notification:
 - 1. The suspension and revocation of police powers.
 - 2. Incidents involving serious misconduct of Department members.
 - 3. Any incident involving the use of a firearm (except to destroy an injured animal).

Attachments: N/A

Index as: City Emergency Operations Plan.
Notification of the Chief of Police.
Notification of the On-Call Division Commander
Notification of City Officials.

References: N/A