

## Major Incident Notification

### 358.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

### 358.2 POLICY

The Peoria 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.

### 358.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police and the affected Deputy Police Chief of Operations. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Homicides, suspicious deaths or deaths related to law enforcement activity
- Traffic collisions with fatalities or severe injuries
- Officer-involved shooting, whether on-or off-duty (See Officer-Involved Shooting Policy for special notifications) and vehicle pursuits that are extended or prolonged
- Significant injury or death to an employee, whether on-or off-duty
- Death of a prominent Peoria official
- Arrest of Department employee or prominent Peoria official
- Aircraft, boat, train or bus crash with major damage and/or injury or death
- In-custody deaths
- Crimes of unusual violence or circumstances that may include hostages, barricaded persons, home invasions, armed robbery or sexual assaults
- Equipment failures, utility failures and incidents that may affect staffing or pose a threat to basic police services
- Any other incident, which has or is likely to attract significant media attention
- Any serious personnel problem wherein the supervisor feels the Chief of Police or duty commander should be notified immediately (the employee's assigned lieutenant or manager must also be notified).

### 358.4 PATROL LIEUTENANT RESPONSIBILITIES

The Patrol Lieutenant is responsible for making the appropriate notifications. The Patrol Lieutenant shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Patrol Lieutenant shall attempt to make the notifications as soon as practicable. Notification should be made by using the call notification protocol posted in Communications Section.

# Peoria Police Department

## Policy Manual

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#### **358.4.1 STAFF NOTIFICATION**

In the event an incident occurs as identified in the Minimum Criteria for Notification above, the Chief of Police shall be notified along with the affected Deputy Police Chief of Operations and the Criminal Investigation Section Deputy Police Chief of Operations if that division is providing assistance.

#### **358.4.2 DETECTIVE NOTIFICATION**

If the incident requires that an officer or investigator respond from home, the immediate supervisor of the appropriate detail shall be contacted.

#### **358.4.3 TRAFFIC SERVICES UNIT NOTIFICATION**

In the event of a traffic fatality or major injury, the traffic sergeant shall be notified, who will then contact the appropriate investigator. The traffic sergeant will notify the traffic lieutenant.

#### **358.4.4 PUBLIC INFORMATION OFFICER (PIO)**

The Public Information Officer shall be called after members of the staff have been notified that it appears the media may have a significant interest in the incident.