

<b>PALM BEACH GARDENS POLICE DEPARTMENT</b>		
<b>SPECIAL NOTIFICATIONS AND RELEASE OF INFORMATION</b>		
<b>POLICY AND PROCEDURE 4.2.1.19</b>		
<b>Effective Date :</b> 08/12/94	<b>Accreditation Standards:</b> CALEA 41.2.4 CFA 28.02	<b>Review Date:</b>

## **CONTENT**

### **1. Notification of Medical Examiner**

### **2. Media Notification**

### **3. Notification of Public Works/Public Utilities/Traffic Engineering**

**PURPOSE:** To establish procedures for notification of various government agencies, public utilities, and the news media in the event of emergencies, deaths, motor traffic problems, etc.

**SCOPE:** This policy and procedure applies to the Public Information Officer or any officer designated to release information to the media.

**REVIEW RESPONSIBILITY:** Patrol Operations Bureau Major

**POLICY:** It is the policy of this department to provide appropriate notification to those agencies and the news media whenever circumstances dictate the need for their assistance or services. The handling of such circumstances should always include appropriate notification through the chain of command.

## **1. NOTIFICATION OF MEDICAL EXAMINER**

- Anytime officers are called on to investigate any criminally caused, suspicious, traffic related or unattended death (not in the presence of a medical doctor or medical care facility), the Palm Beach County Medical Examiner's Office will be notified.
- The investigating officer will coordinate custody and care of the body (bodies) with the medical examiner's office and the family of the deceased, if present.
- Notification of next of kin will generally be the responsibility of the assigned officer as per policy and procedure 4.2.1.18.
- Officers handling death investigations shall complete the medical examiner's form and/or medical examiner's traffic fatality report.
- Identification of deceased persons to the media will be the responsibility of the public information officer or the officer assigned to the incident.

## **2. MEDIA NOTIFICATION**

- Media advisories concerning crashes, road blockages, or other situations which might significantly affect traffic flows on state highways should be directed to the Florida Highway Patrol.
- Situations which only effect local traffic flows but will present a long term problem (more than a few hours) will be the responsibility of this department. The on duty Sergeant or Traffic Sergeant may request that communications contact any or all of the local radio stations and relay information concerning major local traffic problems for broadcast.

**3. NOTIFICATION OF PUBLIC WORKS/PUBLIC UTILITIES/TRAFFIC ENGINEERING**

- a. A supervisor should request that communications summon the assistance of the public works department in the event of any of the following:
  - i. Roadway flooding that creates a hazardous condition;
  - ii. Roadway damage that is serious enough to cause imminent danger to motorists or pedestrians if not immediately repaired;
  - iii. Damage to or the absence of important regulatory street signs, such as stop or yield signs maintained by the city;
  - iv. Malfunction of traffic control devices which are maintained by the county, and which cannot otherwise be rendered operational;
  - v. Roadway spills of a non-hazardous nature which cannot otherwise be cleared;
  - vi. Any other hazardous or potentially hazardous roadway conditions which would require the closure of a city street and necessitate the placing of street barricades.
- b. It shall be the responsibility of the officer discovering, or notified of the hazard to respond and provide for the safety of the public from the above hazards or others that threaten damage or injury.
  - i. This shall be accomplished through the officer standing by the hazard and detouring both vehicle and pedestrian traffic away from the hazard until the situation is rendered safe.
  - ii. It is the responsibility of a supervisor to provide the adequate manpower, when requested, to provide for citizens safety.
- c. Emergency notification of public utilities can be directed to communications who can make notification by phone at that time.
- d. Notifications will follow the on-call public works list maintained in the communications center.
- e. Non-emergency notification of Palm Beach Garden's public works department should be done by officers who will complete a departmental action sheet while in the field. Officers will then turn it in with other paperwork at the end of their shift. This request will then be forwarded by administration on the next working day.
- f. State routes within the city are the responsibility of the City of Palm Beach Gardens public works department. The public works department will be notified of any observed conditions by the police department dispatcher.
- g. Any officer who observes a hazardous street condition that exists in this or any other jurisdiction has the responsibility of notifying the police agency with jurisdiction, and taking any other measures within reason which will assist in rendering the condition safe.
- h. Officers should also notify, through communications operations or in person, local fire department personnel of any weather condition changes which might affect their ability to respond to emergency situations.
- i. When information concerning the failure or damage of public utilities is known, efforts will be made by dispatch operations to contact the affected utility service and make them aware of the problem. Officers will attempt to control or render safe any situation involving a public utility, which poses a hazard to members of the community.
- j. The supervisor shall request the assistance of the fire department in completing a wash down of any flammable material or to stand by on any situation, and the police supervisor should request that the environmental protection agency be notified in the event of any kind of hazardous materials spill.

---

**INDEX AS:**

- SPECIAL NOTIFICATIONS
- RELEASE OF INFORMATION

**RESPONSIBILITY INDEX**

- CHIEF OF POLICE
- ASSISTANT CHIEFS
- PUBLIC INFORMATION OFFICERS
- COMMUNICATIONS
- OPERATIONS BUREAU SUPERVISORS

DRAFTED: 08-12-1994      FILED: 4.2.1.19.pdf

---

**APPROVED:**



\_\_\_\_\_  
**Stephen J. Stepp**  
Chief of Police

03/10/2003  
**Date**