

<b>PALM BEACH GARDENS POLICE DEPARTMENT</b>		
<b>COMMAND STAFF NOTIFICATION</b>		
<b>POLICY AND PROCEDURE 4.3.3.1</b>		
<b>Effective Date :</b> 06/19/12	<b>Accreditation Standards:</b> CALEA 11.4.5 CFA	<b>Review Date:</b> 07/01/2014

**PURPOSE:** To establish procedures for the emergency notification of appropriate members of the command staff.

**SCOPE:** This policy and procedure applies to all members.

**REVIEW RESPONSIBILITY:** Command Staff

**POLICY:** Events requiring immediate notification, including those that may expose the Department to serious liability or which may result in heightened community interest, shall be brought to the attention of the Chief of Police or his designee through the appropriate chain of command; by personal contact or electronic messaging as soon as possible.

## **PROCEDURE**

- a. The appropriate Sergeant or designee will notify the Bureau Major or designee on at least, but not limited to, the following:
  - i. Incidents involving loss of life, severe physical injury, or extensive property damage.
  - ii. Aircraft or train accidents.
  - iii. Deaths of persons in custody.
  - iv. School bus accidents involving major injuries.
  - v. Searches for missing or wanted persons involving extensive manpower.
  - vi. Strikes, riots and disorders.
  - vii. Shootings involving law enforcement officers.
  - viii. Bomb threats.
  - ix. Murder, kidnapping or bank robbery.
  - x. Hostage and barricade situations.
  - xi. Incidents involving persons who are of interest to the public(local elected officials, dept. heads or family)
  - xii. News media arrival at any incident scene or request for information.
  - xiii. All unusual occurrence or disaster situations.
  - xiv. Arrest or serious injury to a city employee.
  - xv. City vehicle accidents (major incidents only).
  - xvi. Any serious injury to an officer or civilian member.
  - xvii. Incidents involving officials from other agencies.
- b. The appropriate Bureau Major or designee will notify the Assistant Chief of high liability or heightened public interest incidents as listed above.
- c. The Assistant Chiefs will inform the Chief of Police of such incidents.

- d. In the event a notification can't be made, proceed to the next level of command.
- e. The Communications Center will notify any persons, as directed.

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**INDEX AS:**

- NOTIFICATION

**RESPONSIBILITY INDEX**

- CHIEF OF POLICE
- ASSISTANT CHIEFS
- BUREAU MAJORS
- SERGEANTS
- COMMUNICATIONS

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**APPROVED:**



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**Stephen J. Stepp**  
Chief of Police

06/19/12  
**Date**