

		Policy & Procedures			No. 1.31	
		Subject:				
		CEO Notification				
		Issuing Authority:		Effective Date:	Review Date:	
		Chief of Police		11/08/2014	11/28/2023	
				References:		
Review						
Revision	10/01/2016					
Reissued	11/13/2018					
Dates:	02/03/2020					

CALEA STANDARDS: 11.4.4

Purpose

In order to allow for a coordinated response to a current or potential problem, sharing information on events or activities which may be of value to the command or administrative levels of the police department becomes vital. This is especially important when such events occur outside of normal business hours, when standard means of cross-communication are not in effect.

Notification process

Whenever a department member becomes aware of an actual or potential incident worthy of notification, they should report this information through their chain of command. The Deputy Chief has the authority to report directly to the Chief. The Chief of Police will be notified in all cases where the department's liability is in question or for an incident which may result in heightened community awareness. **11.4.4**

Immediate Notification

Incident types which require the Chief of Police to be notified *immediately* by radio, cell phone or home phone if after hours include: **11.4.4**

- Incidents resulting in severe personal injury, death, or potential death
- Major events such as civil disorders, power outages, etc.
- Mass casualty incidents
- Hostage situations
- Missing juvenile
- Serious injury to any CPD employee
- Arrest of any CPD employee
- Any incident occurring in one of the schools in town
- In-house custody attempted suicide
- Home invasion
- Any crime involving the use of a firearm

The highest ranking officer on duty will be responsible for making sure appropriate notifications are made. **11.4.4**

The highest ranking officer will ensure that the last on-duty Lieutenant and the Deputy Chief are also notified.

Later Notification

Incident types which require the Chief of Police to be notified, but notification can be *postponed* to a later time include:

- Arrest of any other municipal employee
- Sexual assault
- Psychiatric committals involving violence or secondary victims
- Events likely to draw press inquiries
- Active building fires
- Civil rights violations
- Unusual medical calls
- Suicide attempts

Notifications of these types will be forwarded to the Chief of Police through the Chain of Command. Notification can be made by radio, cell phone or home phone if after hours.

In the absence of the Chief, the Deputy Chief will be the designee – Acting Chief.

Written Reports

All written reports will be forwarded to the Chief of Police through the Chain of Command as soon as possible after completion.