

## 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 Newark 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 Division Commander. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Homicides
- Traffic accidents with fatalities
- Officer-involved shooting - on or off duty (see Officer-Involved Shootings and Deaths Policy for special notifications)
- Significant injury or death to employee - on or off duty
- Death of a prominent Newark official
- Arrest of a department employee or prominent Newark official
- Aircraft crash with major damage and/or injury or death
- In-custody deaths

### 358.4 WATCH COMMANDER RESPONSIBILITY

The Watch Commander is responsible for making the appropriate notifications. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Watch Commander shall attempt to make the notifications as soon as practicable. Notification should be made by calling the home telephone number first and then by any other available contact numbers.

#### 358.4.1 STAFF NOTIFICATION/DUTY COMMAND OFFICER

In the event an incident occurs described in Policy Manual § 358.2, the Chief of Police shall be notified via the appropriate Division Commander. In the absence of the appropriate Division Commander the appointed Duty Command Officer is to be contacted.

The Duty Command Officer is available to provide a point of contact for supervisors to refer to regarding policy direction, liability issues, city related incidents, injuries involving members

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of the department, unusual occurrences (i.e. major felony crimes such as kidnapping, assault with great bodily injury, homicide, vehicular manslaughter, crowd management incidents, major disasters, terrorism incidents). The notification and direction should also fall in-line with the NPD Procedure Manual 1.8 " Emergency Police Mobilization, along with NPD Policy 358 " Major Incident Notification.

Other Duty Command Officer tasks include:

- To represent the Chief of Police in his absence
- To provide for a point of contact for the City of Newark Council, City Manager, and City Attorney and other Newark Department Heads
- Other related duties as assigned and necessary by representing the department when the Chief or other Commanders are not available

The Duty Command Officer will be set on a weekly rotation, Monday through Sunday. The monthly Duty Command Officer schedule will be emailed prior to the effective month. The notification should include the Chief of Police, Police Sergeants, Senior Public Safety Clerk , and Police Communications Supervisor.

#### 358.4.2 DETECTIVE NOTIFICATION

If the incident requires that a detective respond from home, the immediate supervisor of the appropriate detail shall be contacted who will then contact the appropriate detective.

#### 358.4.3 TRAFFIC BUREAU NOTIFICATION

In the event of a traffic fatality or major injury, the Traffic Sergeant shall be notified who will then contact the appropriate accident investigator. The Traffic Sergeant will notify the Field Operations Captain or DCO.

#### 358.4.4 PRESS INFORMATION OFFICER (PIO)

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