



## Newport News Police Department - Operational Manual

### OPS-550 - CRITICAL INCIDENT NOTIFICATION

Amends/Supersedes: OPS-550 (03/16/2009)

Date of Issue: 07/10/2019

- I. GENERAL [46.1.3(f)]
- A. All Department personnel shall keep their supervisor informed of unusual events. In particular, all personnel shall promptly notify their supervisor of those incidents listed in Section II. A of this policy.
  - B. The ranking supervisor at the scene of a critical incident will ensure that the Public Information Officer (PIO) is notified, either by notifying them personally, or through the Communications Division. [81.2.5(g)]
  - C. Subject to the reporting criteria herein, the on-scene commander will be responsible for notifying the Chief of Police and Assistant Chief of Police directly. [11.3.3]
- NOTE: If the on-scene commander is busy and the PIO is on the scene, then the PIO can notify the appropriate Assistant Chief of Police and the Chief of Police.
- II. PROCEDURE [11.3.3]
- A. Immediate notifications are to be initiated for the following critical incidents, originating with the ranking supervisor on the action scene, or the supervisor in charge of the unit affected.
    - 1. The death, serious injury or on-duty illness (which requires hospitalization) of any police employee. [55.2.6]
    - 2. Incidents where the safety of the general public is endangered or a serious disruption to public convenience or order occurs, including but not limited to:
      - a. Any transportation accidents (vehicular, air, rail, water, etc.) with multiple injuries, deaths, hazardous materials spills and/or extensive property damage;
      - b. Any natural or man-made disasters resulting in multiple injuries, deaths and/or extensive property damage;
      - c. Civil disturbances with the potential for significant adverse impact on public safety or order;
      - d. Escapees or internal disturbances involving inmates at the City Jail, City Farm or Juvenile Detention Center;
      - e. Any tactical situation. [46.2.1(b)]
    - 3. Major Crime - Any investigation and/or arrest having the potential to draw particular media attention, due to the heinous nature of the crime, prominent public personality or official involvement, confiscation of significant quantities of drugs or narcotics, drive-by shootings, or similar.

4. The death of any police officer in the line of duty in an adjoining jurisdiction.
  5. Death notices of Department personnel's family members or of City officials received after regular office hours, weekends or holidays in which delay of notification may prevent interested persons from attending services.
  6. Any incident or development involving the Department likely to draw media attention, where the Department's liability in the matter is questioned, or the nature of the incident will likely result in heightened community interest. [11.3.3; 41.2.4]
- B. Notification may be deferred until the next day for the following listed incidents when they occur after normal working hours:
1. A death or serious injury/illness requiring hospitalization involving any family member of a Newport News Police Department employee; a retiree; a local or state official; or
  2. An investigation into a violent crime (e.g., murder, rape, abduction) has been initiated. Information should include a brief summary and identity of anyone arrested in the case.
- C. Field Notifications [81.2.4(f); 81.2.5(g)]
1. The area field supervisor will notify the appropriate detective sergeant of: [42.1.1]
    - a. Any aggravated sexual offense, business robbery, homicide, or serious maiming where death is likely;
    - b. Any apprehension of burglary or robbery suspects.

NOTE: Discretion shall be used in all other categories where no apprehension is made.
  2. Records Personnel handling warrants at the time of the arrest will provide notification to the appropriate detective in instances where an arrest is made on a warrant taken out by a Department detective. In all cases, the officer/detective serving the warrant has the responsibility to ensure that this notification occurs (See: OPS-407 "Service of Warrants").
 

NOTE: In instances where the detective is not available due to vacation schedule, illness, etc., the on-call detective from the corresponding unit shall be notified.
  3. The on-call Internal Affairs Division investigator will be notified when:
    - a. Department personnel are involved in any firearms discharge (excluding normal firearms training or authorized events);
    - b. During the course of an arrest, a citizen receives injuries that require transportation to the hospital;
    - c. An employee of the Department is arrested; or
    - d. A complaint is received that is of a serious nature, such as but not limited to, excessive force resulting in serious injury to a citizen or officer; criminal conduct involving an employee, domestic violence involving an officer.

4. On city equipment accidents involving non-police vehicles, the Communications Division will notify:
  - a. Precinct Field Supervisor
  - b. [REDACTED]
  - c. Department of employee involved in the accident
  
5. On city equipment accidents involving police vehicles, the Communications Division will notify:
  - a. Precinct Field Supervisor
  - b. [REDACTED]
  
6. On any injury which occurs on City property where the victim is transported to the hospital, the Communications Division will notify:
  - a. Precinct Field Supervisor
  - b. [REDACTED]
  
7. On traffic fatalities, the Communications Division will notify:
  - a. Precinct Field Supervisor
  - b. [REDACTED]
  - c. Crash Team Supervisor
  - d. PIO
  
8. On any serious situation not covered in this procedure, the on-duty Communications Division Supervisor will evaluate the call and when in doubt, will notify the Precinct Field Supervisor.

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Chief of Police