

# City of Johns Creek Police Department

<i>Subject:</i>	Notification of Major Events and Emergencies	<i>Number:</i>	03-17
<i>Reference:</i>		<i>Amends:</i>	
<i>Effective:</i>	04/08 01/10 02/13	<i>Review Date:</i>	Annually  # of 2 Pages:

**PURPOSE:**

Establish guidelines for immediately notifying the Department's administration of any major newsworthy matter pertaining to the Department or the City.

**POLICY (03-25):**

All major newsworthy events and all working police incidents will receive an automatic Critical Incident Notification (CIN) to the JCPD paging group, which includes the Chief of Police and Command Staff, City Manager and designated police personnel.

**PROCEDURES:**

**Police Emergencies (03-17-01)**

In the event of a major police action or working police incident such as a homicide, disaster, or any major newsworthy matter pertaining to the Department or the City a CIN shall be sent to the JCPD paging group by the Communications Center. Every type of incident cannot be listed, however, supervisors should bear in mind it is always better to notify than not.

**Fire Emergencies (03-17-02)**

In the event of a major building fire or any other major fire emergency, the JCPD group shall receive a CIN page, if deemed applicable.

**Other Departments (03-17-03)**

Any major occurrence that would pertain to other departments within the City (such as Public Works, etc.), the on-call person should be notified. If that person is not available, the department head shall be notified.

**Responsibility (03-17-04)**

It is the responsibility of the Communications Center to ensure the proper person(s) has been notified. However, the on-duty police supervisor may also verify the required notifications have been made.

**Procedures for Notification (03-17-05)**

The Chief of Police, command staff and other designated personnel shall be notified of

major events where there may be a question as to the agency's liability, those incidents which may result in heightened community interest or those incidents as stated in section 03-17-01 of this policy. The notifications will typically be made via Critical Incident Notification (CIN), but can also be made via telephone or other means. Notification of a CIN page will be documented in the CAD notes. Individuals to be included in the CIN JCPD paging group will be determined by the Chief of Police.

**Other Reasons for Notification (03-17-06)**

- A. To simply notify administration of other incidents for which reports will be available in the morning for review.
- B. To request higher authority for a decision.
- C. To request a response of higher authority or other resources.
- D. To notify the chain of command of an emergency suspension of an employee.

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