

2.442 NOTIFICATIONS

2.442.05 Making Notifications

- A. Agency employees will make timely notifications to appropriate personnel, units, or organizations based on the type or nature of incidents.
- B. Notifications must be made when incidents occur that are designated in **2.442.50**.
 - 1. Not all necessary notifications for all incidents or situations are listed in **2.442.50**. Employees are responsible for checking other applicable directives to ensure appropriate notifications are made.
 - 2. Notifications will be made on other non-designated incidents when squad or incident commanders determine incidents to be of interest to the agency.
- C. Squad or incident commanders are responsible for ensuring that notifications are made. This responsibility may be delegated to others such as communications personnel or employees assigned to Service Window duties.
- D. Notifications will first be attempted via phone to available office, home, and cell phone numbers. Unreturned phone messages will be retried every 10 minutes for at least one hour. Intended recipients of phone messages that go completely unreturned will be listed in corresponding incident CIS.

2.442.10 Command Information Summaries (CIS)

- A. CIS must be sent via agency e-mail when incidents occur that are designated in **2.442.50**.
 - 1. Each CIS must refer to a single incident, unless multiple incidents are related, e.g., thefts, malicious destruction of property, assaults, etc.
 - 2. The "Subject" line must begin with the incident CCN followed by a descriptive title.
 - 3. CIS may be sent on non-designated incidents when squad or incident commanders determine incidents to be of interest to the agency administration.
- B. Ranking on-duty administrators or supervisors assigned to patrol's bureau are responsible for making or ensuring that CIS containing sufficient information are sent as soon as possible after applicable incidents.
- C. CIS must be sent before responsible squad or incident commanders go off-duty following applicable incidents.
- D. Follow-up CIS will be sent whenever ongoing incidents or investigations are brought to conclusions and the information was not included in original CIS.
- E. When CIU personnel assume control of on-going investigations, they will be responsible for sending out any follow-up CIS.

2.442.15 CAD & RMS Use for Departmental Notification Purposes

- A. All agency employees will ensure that correct information is entered into CAD and RMS, on a timely basis, listing their home addresses and phone numbers as well as notification information for the purposes of notifying families or next of kin.
- B. All employees with issued, cellular phones will ensure their correct telephone numbers are entered into CAD and RMS.
- C. Agency personnel with personal cellular phones may enter applicable numbers into CAD and RMS.
- D. Superfluous comments will not be entered into CAD and RMS notification records.
- E. Communications personnel are responsible for updating the CAD and RMS notification_functions with information received from other non-agency personnel, units, or organizations.

2.442.20 Next of Kin Notifications (Departmental)

- A. The chief and chaplain corps personnel will be notified and provided with all available details as soon as possible when active employees die or sustain life threatening injuries either on-duty or off-duty.

- B. The chief is responsible for ensuring personal notifications are made to immediate families of active employees who die or sustain critical injuries in the line of duty or off-duty and other parties have not already made the notifications.
- C. Personal notifications by agency and chaplain corps personnel will be made to immediate families, including parents, when they reside within a reasonable distance from the university. Otherwise, police agencies serving the areas wherein immediate families reside will be requested to make the notifications.

2.442.25 Next of Kin Notifications (Non-Departmental)

- A. Excepting those circumstances given in **2.442.30**, agency officers will make next of kin notifications for incidents that include, but are not limited to:
 - 1. Deaths;
 - 2. Serious injuries;
 - 3. Illnesses or injuries that may be life threatening;
 - 4. Injured juveniles; and
 - 5. Missing persons.
- B. Agency officers will personally make notifications to next of kin residing within Prince George's County. Police agencies of primary jurisdiction will be called and requested to make in person notifications to next of kin residing outside Prince George's County.
- C. Officers will make next of kin notifications at the request of other agencies consistent with **2.1015.30 Accepting and Delivering Emergency Notifications**.
- D. Officers assigned to make next of kin notifications will do so promptly and considerately.
- E. Investigating officers and PIO personnel will make all reasonable attempts to ensure next of kin notifications are made before the names of killed or injured persons are released to the media.
- F. Notification information will not be broadcast over the agency's radio network, but rather provided to notifying officers either in person or over the phone.
- G. Officers should not make next of kin notifications alone.
 - 1. Officers will attempt to make notifications with the assistance of members of the chaplain corps, other members of the clergy or relatives or close friends of the persons to be notified.
 - 2. Chaplain corps and clergy listings are in CAD and RMS.
 - 3. Officers making notifications without the assistance of the clergy or persons known to those being notified, will be accompanied by another officer from this agency.
 - 4. If notifications are made without the assistance of the clergy or persons known to those being notified, notifying officers will offer assistance to the next of kin in contacting relatives, close friends, members of the clergy, etc.
- H. Persons being notified will be informed how the agency came to be aware of the related incidents.

2.442.30 Department of Resident Life

- A. Officers will ensure timely notifications are made to Department of Resident Life (DRL) staff for incidents occurring in or near DRL facilities or involving personnel or students employed or housed by DRL.
- B. Responding officers will ensure that the DRL duty system is notified when routine incidents occur.
 - 1. The DRL duty system includes personnel holding positions of:
 - a. Desk Receptionist;
 - b. Resident Assistant; and
 - c. Resident Director.
 - 2. Routine incidents include, but are not limited to incidents wherein there are no threats to life.
 - 3. Further notifications within the DRL are the responsibility of DRL personnel in accordance with their notification protocols.

- C. Responding officers will ensure the agency's PIO is notified consistent with **2.442.50** for DRL related serious incidents.
 - 1. Serious incidents include, but are not limited to life threatening incidents and sexual assaults.
 - 2. Further notifications within DRL are the responsibility of DRL personnel in accordance with their notification protocols.
- D. Officers are permitted to release only limited information to DRL when resident students are transported to medical facilities for treatment.
 - 1. Release of medical related information to DRL will be consistent with HG 4-301 *et. seq.* and **2.450.09 Release of Medical Information**. This information also includes:
 - a. Locations to where patients were transported;
 - b. Patient's states of consciousness;
 - c. If patients were passive, combative, violent, etc.;
 - d. If alcohol was involved.
 - 2. Officers will not contact medical facilities for the purpose of providing patient status information to DRL. Officers may contact medical facilities for police related patient information and status purposes.

2.442.35 Street, Highway, & Utility Notifications

- A. When employees, in the course of their normal duties and activities, observe hazardous street or public utility conditions that exist in this or other jurisdictions, they are responsible for notifying agencies with primary authority and taking other measures, within reason, to assist in lessening effects of hazards.
- B. Agency employees are responsible for requesting that communications personnel notify appropriate local, county, and state agencies whenever:
 - 1. Snow or ice on roadways creates hazardous conditions;
 - 2. Roadway flooding creates hazardous conditions;
 - 3. Roadway damage is serious enough to cause imminent danger to motorists or pedestrians if not immediately repaired;
 - 4. There is damage to, or absence of, important regulatory street signs such as stop, do not enter, or one way signs;
 - 5. There are malfunctioning traffic control devices which cannot otherwise be rendered operational;
 - 6. There are roadway spills of a non-hazardous nature which cannot otherwise be cleared; or require street closure and placing of street barricades.
 - 7. Hazardous or potentially hazardous roadway conditions
- C. Consistent with **2.450 Public Information & Media Relations**, the agency is responsible for notifying local electronic media representatives whenever, as incidents primarily handled by this

agency, there are collisions, road blockages, or other situations which might significantly affect traffic flows.

- D. Patrol squad supervisors may request that communications personnel contact and notify radio stations to relay information concerning major traffic problems for broadcast.
- E. Communications personnel will make notifications to appropriate departments or governmental entities in accordance with directives and protocols contained in the Communications Manual.

2.442.40 Department of Environmental Safety

- A. Officers and communications personnel will ensure timely, based notifications are made to the Department of Environmental Safety (DES) for all incidents according to the most recent notification memorandum from DES. Required notifications include, but are not limited to incidents related to:
 - 1. **Emergency Preparedness** - real or forecasted need to establish the Emergency Operations Center or any natural, civil, or military disaster;
 - 2. **Occupational Safety and Health** - involving chemicals, bio-hazards, asbestos, toxic or hazardous materials, emergencies involving laboratories, incidents involving injuries to students, faculty, employees or citizens, construction accidents;
 - 3. **Biological Safety** - involving biohazards, potentially infectious materials visibly contaminated with blood, potentially infectious microorganisms;
 - 4. **Fire** - fire emergencies, natural gas leaks, explosions;
 - 5. **Environmental Affairs** - hazardous waste, HAZMAT spills, or involving Building #344;
 - 6. **Insurance Services** - involving death, life threatening injuries, property damage in excess of \$1,000, damage to boilers or machines in excess of \$1,000, or state owned vehicle accidents with injuries; and
 - 7. **Radiation Safety** - involving radiation producing equipment, radioactive isotopes, lasers, microwave radiation, the nuclear reactor, or the gamma lab.
- B. DES personnel will determine, within their own protocols, whether or not to respond to incident scenes.

2.442.45 Medical Examiner Notification

The agency will notify the Prince George's County Medical Examiner and PGPD District I Command Staff whenever any criminally caused, suspicious, or unattended death occurs within the jurisdiction of the agency. The Criminal Investigations Unit will notify PGPD or MSP when necessary for assistance with death investigations.

2.442.50 Notification List (This Notification List is provided as a guide & is not intended to represent all notifications necessitated in all instances.)

INCIDENT OR OFFENSE	CIS	Chief	PSB-C	<u>ISCOB-C</u>	SSB-C	PIO	IA	CIU	DRL **	Other
Alleged serious misconduct by agency personnel		X					X			5, 9
Arrest / incident involving person of Interest / media interest such as staff, faculty, athlete, administrator, etc.	X	X	X	X		X		X		
Assault involving weapon or serious injury / Aggravated Assault	X	X	X	X		X		X	X	
Barricade or hostage situation	X	X	X	X	X	X		X	X	
Burglary	X	X	X	X	X	X		X		
Collision, MV, Occupational, & other involving pedestrian/bicycle/e-scooter extensive damage/serious injury	X	X	X			X				
Collision, Departmental (excluding tire deflation from nail, screw, etc.)	X	X	X		X					9 (if serious)
Contraband or Weapons Found (THF/MV/Interrogation or Interview Rooms)	X		X							
Death / homicide / suicide	X	X	X	X		X		X	X	1, 6
Demonstration, civil disobedience, or strike	X	X	X		X	X			X	
Deploy a shotgun or rifle from an agency vehicle even if the weapon was not pointed at anyone.	X		X							
Dept. Equip. or Prop. Lost, Damage, Theft, etc.	X									
Disaster / explosion, natural or otherwise	X	X	X	X	X	X			X	6, 7
Discharge of weapon by on- or off-duty officer	X	X	X	X	X	X	X	X		9
Emergency psychiatric services petition	X		X			X			X	2
Emergency suspension of agency employee		X					X			5
Escape from custody	X	X	X	X				X		
Extra-jurisdictional arrests by officers from other agencies or Extra-jurisdictional arrests by agency officers	X		X							3, 5
Hate /Bias Incident or Sexual Harassment or Hate / Bias crime involving injury or a felony	X	X	X	X		X		X	X	
Injury (on- or off-duty) requiring hospitalization of agency employee	X	X			X	X				5,6,9
Incident involving serious injury (including use of Narcan)	X	X	X	X		X		X	X	
Indecent Exposure/Lewd Behavior (not including urinating in public)	X		X			X				
Fight involving large numbers, major injuries, or numerous arrests	X	X	X	X		X		X	X	
Fire of a suspicious nature	X	X	X		X			X		7
Fire involving death, injuries, or major damage	X	X	X	X	X	X		X	X	4,5,6,7
HAZMAT major incident	X	X	X		X	X			X	7
Kidnapping or attempt	X	X	X	X		X		X	X	
Missing Persons	X	X	X	X		X		X	X	10
Multiple incidents of any crime (MDP, B&E, theft, etc.)	X		X	X	X	X		X		
Power / phone / communications outages (other than momentary)	X	X	X		X	X				
Prisoner / detainee held more than six hours	X		X							
Prisoner / detainee injury during arrest or custody including allegations and pre-existing conditions	X	X	X							5
Pursuit (MV) involving death, injury, or collision	X	X	X			X				5
Radiation Facility Response (Assignment 1)	X		X (Notify First)							
Response to Resistance / Any Conducted Energy Weapon (CEW) discharge (non-training), BolaWrap discharge (non-training), MV pursuit not involving death, injury, or collision	X	X	X							

INCIDENT OR OFFENSE	CIS	Chief	PSB-C	ISCOB-C	SSB-C	PIO	IA	CIU	DRL **	Other
Riot	X	X	X	X	X	X			X	
Robbery (All types)/ Carjacking	X	X	X	X		X		X	X	
Search warrant execution	X	X	X							
Sex offense, rape, or attempt at same	X	X	X	X		X		X		
Shooting involving sworn or non-sworn agency employee	X	X	X	X	X	X	X	X		5, 6, 9
Shots fired within primary or concurrent jurisdiction (including Sound Thinking Alerts) Shot Spotter	X	X	X			X				
Suicide attempt requiring hospitalization for injuries/illnesses outside of EPS	X	X	X	X		X		X	X	
Title IX Incidents (All)	X	X	X	X		X			X	
Theft of State Property (\$1000 minimum)	X									
Threat Assessment or Threat against any student, faculty, staff or other Community member	X	X	X	X						11

- X Notification to be made consistent with **2.442.05**.
1. Prince George’s Co. Police Homicide.
 2. DRL Area Director consistent with **2.442.30.C**.
 3. Home agencies of arresting officers.
 4. Facilities Management, Work Control

- ** DRL Duty System consistent with **2.442.30.B.1**.
5. Bureau Commander of involved employee
 6. Chaplain Corps
 7. Department of Environmental Safety
 8. Vacant – for future user

9. FOP #23 Representative
10. Maryland State Police (Amber/Silver Alerts)
11. CIU Threat Assessment Manager