

River Bend Police Department

Chief Notifications

General Order 17

Effective 05/01/2012

Updated 08-7-2025

17.01 **Policy:** It is the policy of the River Bend Police Department to notify the Chief of Police for any serious and newsworthy incident or event. The officer in charge at the scene will contact the Chief of Police for notifications as directed in this policy. All notifications made under this procedure shall be documented on the Communications Center log.

17.02 **Notifications:**

- A. The Chief of Police will be notified by voice contact as soon as possible the: who, what, where, when, why and how that are known at the time the notification is sent. You may ask Craven Communications to make notification for you.
- B. Notifications will occur for instances to include but not limited to:
 - 1. **Officer Involved Incidents that result in injuries or death to the officer or another person.**
 - 2. **Homicides.**
 - 3. **Sexual Assault of any type**
 - 4. Any incident involving the Governing Board (Town Manager, Mayor, Members of the Town Counsel or Department Heads).
 - 5. Any incident involving officer discharge of a firearm.
 - 6. Any employee death.
 - 7. Any event where there may be a question as to the department's liability.
 - 8. Publicity generating or significant news events (major crimes).
 - 9. Officer relief not arriving or on duty officer needs to leave early due to emergency or is sick or ill.
 - 10. **Armed Robberies**
 - 11. Boat Accidents or Aircraft Crashes - which have serious injuries, fatalities or missing persons.-
 - 12. **Drowning.**
 - 13. **Missing Children.**
 - 14. Hurricanes, floods, or other conditions involving the evacuation or potential evacuation of town residents.
 - 15. **Kidnapping for ransom and extortion when the release of information will not hinder the investigation or endanger the victim or others.**
 - 16. Any pursuit with a motor vehicle.
 - 17. **Unattended or Suspicious Deaths**
 - 18. Tactical Situations.
 - 19. Traffic Fatalities.
 - 20. Escape of an arrested person.

21. In the event a detainee must be admitted to a medical facility immediately to ensure that adequate personnel are available to guard the detainee for the time period required.

C. Detective Notifications: The Chief of Police will make contact with the Department's Detective in those items listed above that are in **BOLD** print.

17.03 **Notification of Employee Injury or Death:** In the event of the serious injury or death of an employee while in the line of duty or off duty, the patrol officer shall notify the Chief of Police.

17.03.01 Notification of the relatives of employees who have been seriously injured or killed shall be made in person by the Chief of Police.

17.04 **Contact Chain of Command:**

If you are unable to notify the Chief of Police, you will attempt to notify your immediate supervisor (Lieutenant). If you are unable to make any contact with anyone, you will contact the Town Manager.

NOTE: **Voice Mail, email or Text is not sufficient notification, the reporting party is to make phone voice conversation or face to face conversation to satisfy this policy. You may also ask Craven Communications to make contact with the Chief.**

End