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- I. Policy

Our policy is to maintain an effective flow of information throughout the Division to facilitate the control and supervision of emergency situations or significant events and to effectively communicate with the public and media.

- II. Command Staff/Media Notifications

- A. Timely notification to designated officials will be made for all situations or events listed below.
- B. Communications Section personnel will immediately notify the OIC or Watch Commander, whenever the existence of a listed situation or event becomes known to them. *Communications Section personnel will then send a critical incident notice to all Division personnel.*
- C. The OIC will respond to the scene of all listed situations or events occurring within this Division's jurisdiction. The Watch Commander will confer with the OIC determining promptly the need for him/her to respond to the scene.
- D. At the direction of the OIC or Watch Commander, the Communications Section will ensure that *other* appropriate notifications are made. The Communications Section will maintain an up-to-date list of notification numbers.
- E. Notifications to Investigative Services personnel will be made by telephone as soon as possible after a listed event becomes known. All employees issued cell phones will ensure that the phone is in proper working order, with the power on, and in their possession at all times. All messages requiring responses must be answered in a reasonable amount of time.
- F. The OIC will maintain a mobile phone, as provided by the Division, in his/her police vehicle during the entire tour of duty. A mobile phone for use by the senior duty officer will be kept in the Communications Operations Center.
- G. The Watch Commander, or in his/her absence the senior duty officer, will notify the *Assistant Chief, Patrol Branch* if there is a need to notify M-NCPPC personnel outside of the Police Division. *The Communications Sections will make the notifications deemed necessary.*
- H. Nothing in this Directive will prohibit the OIC from notifying *an Assistant Chief* of a situation/event or call for service when in his/her opinion, the notification is necessary or in the best interest of the Division.

- I. All notifications to other law enforcement agencies **regarding on-going investigations** will be made by the *Assistant Chief, Investigative Services Branch* or designee only in order to ensure investigative integrity. This does not include lookouts, press releases, and other routine communications.
- J. Applicable events:
- An all Division Employee notification is required for the following critical incidents:
1. Criminal homicide
 2. Sexual Assaults or indecent exposures
 3. Robbery
 4. Aggravated assault
 5. Any burglary of M-NCPPC facility with loss of property
 6. Arson
 7. All deaths
 8. Kidnappings/abductions
 9. Seizures of substantial amount of Controlled Dangerous Substance(s) if requested by the OIC
 10. Bombings, bomb threats, or the discovery of an explosive device
 11. Disasters resulting in the loss of life or involving extensive property damage
 12. Aircraft accidents
 13. Incidents involving Division vehicles, horses, or dogs resulting in serious injuries to civilians or police personnel/animals
 14. Hate-Violence crimes (RRE) - except graffiti
 15. Critical missing persons/missing and found children
 16. Large demonstrations or disorders
 17. Shots fired at, or by, Division officers (not including the destruction of animals or training)
 18. Receipt of significant intelligence information requiring the immediate deployment of personnel
 19. Serious injury to an *employee* in the line of duty, or death of an *employee* regardless of duty status
 20. *Substantial Damage to M-NCPPC property*
 21. *Escaped prisoners*
 22. *Fast chases/pursuits*
 23. *Fires when property damage exceeds \$500*
 24. *Hazardous material spill*
 25. *10-50/Signal 13*
 26. *Facility closure or permit revocation*
 27. *Emergency parkway closure*
- K. Incidents requiring additional notifications for Command Staff and others with a need to know will be made for the following incidents:
1. *Serious injury of a suspect*
 2. *Any incident involving a prominent person*
 3. *The arrest of any Division or M-NCPPC employee*

- III. Criminal Investigator Notifications - The Investigative Services on-call investigator will be notified by Communications when one of the following events has been verified. The notification shall be in the form of a standard email "Incident Notification" if an investigator is not needed to respond. If requested by the on scene supervisor or Watch Commander, via phone, the on-call Investigator will respond to the crime scene.
- A. Deaths excluding motor vehicle accidents
 - B. Rape and all sex offenses
 - C. Aggravated assaults (including all shootings)
 - D. Criminal hate-violence
 - E. Kidnapping or abduction
 - F. Hostage/Barricade Incidents
 - G. Bomb discovery or detonation
 - H. Aircraft accidents
 - I. Robberies
 - J. Shootings
 - K. Child abuse
 - L. Burglaries
 - M. Arson of dwellings, buildings, or motor carrier
- IV. Incident Management Notification
- A. In situations where the magnitude or mere occurrence of an incident has adversely affected, or has the potential to adversely affect, a specific community group, government, or private organization, the *Assistant Chief, Patrol Branch* will respond immediately to address the fears or concerns of the affected group or organization. The objective is to prevent or reduce those fears or concerns.
 - B. In such situations, the *Assistant Chief, Patrol Branch* will contact the Community Services Section supervisor *and the Police Information Officer (PIO)* alerting him/her to the incident. When a response is necessary, he/she will assign appropriate staff and, if needed, request additional personnel.
 - C. The response team will be referred to as the Incident Management Team. The team will utilize all appropriate resources to address the perceived dilemma. A resource data manual containing contact information for various community groups, the recreation department, and other government agencies will be developed and maintained in the Community Services Section office. Copies of this manual will be distributed to the *PIO* and communications.

V. Miscellaneous Notifications

A. Deceased, Seriously Injured or Seriously Ill Persons

1. All notifications to family members, relatives, next of kin, or close friends will be carried out promptly and in a considerate manner. Notifications regarding Division personnel will be handled pursuant to the Division Directive 0714.0, "Serious Injuries, Illness, or Death of Officer/Family Member".
2. All death notifications to be made within Montgomery County will be made in-person by two Division officers to include *the Assistant Chief, Investigative Branch or designated Command Staff*. Whenever possible, serious injury/illness notifications will be made in person by a uniformed officer. Consideration should be given to having a member of the clergy, a relative, *peer support* or neighbor present when these notifications are made.
3. Requests made to agencies outside Montgomery County will be sent by MILES/NCIC message and include a brief summary of the reason, the name of the investigating or requesting officer, and a phone number for further information.
4. Any requests received to make notifications of this type for other agencies will also be handled in the above manner.

B. *Medical Examiner notification will be made in conjunction with the Montgomery County Police Homicide Detectives.*

C. Roadways and Public Utilities

1. Officers will note any and all hazards observed on M-NCPPC, county, or state roadways, or involving any utility which may pose a hazard to others or require immediate attention to ensure public service.
2. Immediate hazards will be promptly reported to the Communications Section who will in turn contact the appropriate agency. Officers will take whatever actions necessary to safeguard others regarding these hazards.
3. Routine problems found on M-NCPPC property will be reported by the officer using a Service Request form.
4. Routine problems found off of, or not involving, M-NCPPC property will be reported to the appropriate agency in the most expeditious manner depending on the problem.

- D. News Media
1. Officers will immediately notify the Communications Section of any traffic problem requiring media notification. The Communications Section will immediately notify *Metro Traffic* and the Media Relations Officer who will make the appropriate notifications.
 2. Following the notification of a significant event, a M-NCPPC Police Public Information Officer (PIO) will gather the information from the officer in charge (OIC) and release *appropriate information in coordination with a Montgomery Parks Public Affairs and Community Partnership designee*.
- VI. *Cancellation – This directive rescinds Division Directive 406.0 issued 03/04/2016.*

**Approved Park Police Document
Signed Original on File**

End of Directive