



Notifications

Section: 2.442
Effective Date: February 25, 2011
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2.442 Notifications

2.442.02 Making Notifications

- A. Agency employees will make timely notifications to appropriate personnel, units, departments or organizations based on the type or nature of the incident at hand, especially first responders in emergency situations.
- B. Notifications must be made when incidents occur, specifically those listed on the following pages of this directive.
 - 1. Not all incidents are reflected on this list. As such, employees are responsible for checking applicable directives to ensure appropriate notifications are made.
 - 2. Notifications will be made on these “other” non-designated incidents when the shift supervisor/OIC, or Lieutenant determines incidents to be of interest to the agency or university.
- C. Those responsible for ensuring notifications are made may delegate to others such as communications personnel or employees assigned to the communication area.
- D. Notifications will first be attempted by phone to available office, home, and cell phone numbers before attempting E-mail notifications. After sending an e-mail, a second phone attempt is to be made. If intended recipients are not reached, a report listing the date and times of attempts is to be prepared with a copy forwarded to the Captain.

2.442.04 Daily Report to Command

- A. The Shift Supervisor or OIC will send a Daily Report to Command and specifically when unusual incidents occur.
 - 1. Each report 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.
- B. Ranking on-duty supervisors are responsible for making or ensuring that the Daily Report contains sufficient information are sent as soon as possible after applicable incidents.
- C. The Daily Report must be sent before end of shift of the incident.
- D. Follow-up reports will be sent whenever ongoing incidents or investigations are brought to conclusions and the information was not included in original report to command.
- E. When follow up investigations reveal additional information, a follow-up report is to be prepared.

2.442.06 Documentation of Departmental Notifications

- A. All agency employees will ensure their personal information is correct and entered into the Personal History Forms retained by the Captain (i.e. correct spelling of name, DOB, next of kin, their cell phone, home phone, e-mail address, and etc.)
- B. All agency personnel personal pagers, cellular phones, or non-business e-mail addresses are included to ensure this information is on record with the agency.
- C. The Shift Supervisors are responsible for updating the personal history forms, at least annually.

2.442.08 Next of Kin Notifications (Departmental)

- A. The Captain will be notified and provided with all available details as soon as possible when active employees expire or sustain life threatening injuries either on or off-duty.
- B. The Captain is responsible for ensuring personal notifications are made to immediate families of active employees who expire or sustain critical injuries in the line of duty or while off duty.
- C. Personal notifications by agency 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 asked to make the notifications.

2.442.10 Next of Kin Notifications (Non-Departmental)

- A. Agency officers will assist, as may be requested, in making 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. Officers will make next of kin notifications at the request of other agencies.
- C. Officers assigned to make next of kin notifications will do so promptly and considerately.
- D. Investigating officers and the PIO will work closely with the Baltimore Police and ensure all reasonable attempts to ensure next of kin notifications are made before the names of deceased or injured persons are released to the media.
- E. Notification information will not be broadcasted over the agency's radio network, but rather provided to notifying officers either in person or over the phone.
- F. Persons being notified will be informed how the agency came to be aware of the related incidents.

2.442.12 Dean of Students

- A. The Captain of Police, predicated on the seriousness of a situation/incident involving a student, will determine if a notification is to be made to the Vice President of Student Affairs and/or the Dean of Students.
- B. The Captain of Police, or a designee, will also ensure the university's PIO is notified regarding serious incidents.
 - 1. Serious incidents include, but are not limited to life threatening incidents and sexual assaults.

2. Further notifications rest with the Dean in keeping with their notification protocols.
- C. Officers are permitted to release only limited information when students are transported to medical facilities for treatment.
 1. Release of medical related information to the Office of the Dean of Students will be consistent with HG 4-301 *et. seq.* 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 or drugs were involved.
 2. Officers are to contact medical facilities for the purpose of obtaining police related patient and status information.

2.442.14 Street, Highway, & Utility Notifications

- A. When employees, in the course of their normal duties 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 communications personnel notify appropriate local and state agencies or UB Facilities whenever:
 1. Snow or ice on roadways, garages, or parking lots 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. The agency is responsible to notify the PIO whenever, as incidents primarily handled by this agency, there are collisions, road blockages, or other situations which might significantly affect traffic flows.
- D. Communications personnel will make notifications to appropriate departments or governmental entities in accordance with directives and protocols contained in the Communications Manual.

2.442.16 Medical Examiner Notification

The agency will notify the Medical Examiner and BPD Homicide whenever any criminally caused, suspicious, or unattended death occurs within the jurisdiction of the agency.