



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: NOTIFICATION OF CHIEF OF POLICE OR POLICE CAPTAIN OF A CRITICAL OR NON-CRITICAL EVENT	GENERAL ORDER NUMBER: 614
REFERENCES: M.S. § ATTACHMENTS:	EFFECTIVE DATE: 06/01/2016
REVIEW DATE: 01/01/2019	DISTRIBUTION: A

The purpose of this policy is to ensure that police administration is notified after a “critical event or non-critical event” has taken place. The notification is necessary so police administration can properly make decisions that may involve police manpower or equipment, notification of other city officials, and/or the handling of the news media.

614:01 Definition “Critical Event”

Includes but is not limited to:

- A. Any city employee killed or seriously injured on the job.
- B. A serious personal injury or fatal accident involving a city owned motor vehicle or other piece of city owned equipment.
- C. A death of a person within the city by accidental or intentional means other than suicide.
- D. An attempted homicide.
- E. A major fire.
- F. An armed robbery with media attention.
- G. A major burglary with media attention.
- H. A kidnapping.
- I. An arrest of any person who holds an elective office any place.
- J. Any hazardous material or chemical accident or spill that may be a pollution problem.
- K. The death, serious injury, or serious illness of any city council member, the city manager, a city department head, or a police department employee, no matter by what cause or where it occurred.
- L. A hostage situation.
- M. Discharge of a firearm by an employee other than to kill an animal or for training purposes.
- N. Any event that draws media attention.

- O. Police pursuit with injuries and/or media attention.
- P. A crime of violence where a victim sustains serious or life-threatening injuries.
- Q. Any event not mentioned that the sergeant, corporal or senior officer feels should be promptly brought to the attention of a command officer. When uncertain about whether an event is critical, decide in favor of notification.

614:02 Definition “Non-Critical Event”

Includes but is not limited to:

- A. Non-serious on duty injury to a department employee that requires immediate medical attention.
- B. A property damage or minor personal injury accident in which a department employee or department vehicle was involved.
- C. A robbery or major burglary with no media attention.
- D. A vehicle pursuit involving CHPD officers.
- E. Felony narcotics arrests, other than 5th degree controlled substance offenses.
- F. Search warrants executed in the city by CHPD or other law enforcement entities.
- G. Felony crimes against persons involving 1st – 4th degree assaults, non-domestic related.
- H. Property crimes of a significant loss.

- I. Cases involving suspect/prisoner injuries, suicides, or who require medical attention.
- J. Any use of force incident that resulted in injury that requires immediate medical attention.

614:03 Procedure for “Critical Events”

The sergeant on duty, or in the absence of a sergeant, the senior patrol officer on duty must notify the Captain whenever a “critical event” occurs. If the Captain should come to the scene, notification may be made via Central Communications. If timely notification is necessary but there is no need for the Captain to come to the scene, then notification should be made in person or by telephone within a reasonable time. If there is no urgency to an event that takes place after 2200 hours and before 0700 hours, then notification should be made at 0700 hours.

For after-hours notification the Captain should be notified first by cellular phone and then at home. When the Captain is not available or cannot be reached via telephone then the persons with the responsibility to report the critical event should report to the Chief of Police. When not on duty, the Chief is available at either his home telephone number or cellular number.

This notification does not relieve the employee or others of making other reports, either routine or those required by other directives.

A Supervisors Report of Significant Event shall be completed and emailed to the Chief, Captain, and Sergeants, with an e-copy sent to the Roll Call log

614:04 Procedure for “Non-Critical Events”

The sergeant on duty, or in the absence of a sergeant, the senior patrol officer on duty shall notify the Captain if he is on duty of a non-critical event. A Supervisors Report of Significant Event shall be completed and emailed to the Chief and Captain and sergeant, with an e-copy sent to the Roll Call log.

This notification does not relieve the employee or others of making other reports, either routine or those required by other directives.

BY ORDER OF:

Scott Nadeau, Chief of Police

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