

**CITY OF OCONOMOWOC POLICE DEPARTMENT
POLICIES & PROCEDURES**

DATE: January 27, 2021

HISTORY: September 7, 2020
May 4, 1999

SUBJECT: Command and Supervisory Notification

POLICY NUMBER: 98-034

I. INTRODUCTION

Occasionally, events occur where additional supervisory assistance is needed by the Duty Supervisor. Some of these events also require notifications to be made at some or all levels of the command staff. The purpose of this directive is to set guidelines for Duty Supervisors to follow, that will help remove doubts of when or who to notify when these events occur. These guidelines are intended to identify events that warrant command level notification and make that notification easier for the Duty Supervisor by designating the person to be notified.

II. GUIDELINES

- A. The following is the order of notification for command personnel:
 - 1. Lieutenant of Police
 - 2. Captain of Police
 - 3. Chief of Police
- B. Generally, when assistance is required involving personnel from specialized units or bureaus, the supervisor of that unit or bureau should be notified.
- C. Duty Supervisors should follow the above listed chain of command notifications whenever they determine a need for command level assistance.
- D. The shift sergeant shall be notified of all major events occurring on their shift in their absence. It is understood that this notification may not be immediate.

III. NOTIFICATIONS TO THE CHIEF OF POLICE AND CAPTAIN OF POLICE

- A. The Chief of Police, THE Captain of Police and Lieutenant of Police should be notified as soon as possible when a major event occurs including:
 - 1. Serious injury to department personnel
 - 2. Major damage to department property
 - 3. Homicide, kidnaping, hostage situation or other crimes of like magnitude
 - 4. Sudden deaths with suspicious circumstances or any accidental fatalities, but generally not suicides or other deaths
 - 5. Major fires
 - 6. Severe weather conditions

7. Natural disasters
8. Discharge of firearms against citizens
9. Serious injuries to citizens caused by acts of an officer
10. Other than routine emergencies involving call up of off duty personnel or mutual aid requests
11. Serious rules violations involving suspension from duty

IV. SHIFT COMMANDER NOTIFICATION

- A. The on-duty shift commander shall be notified prior to an officer(s) leaving the City of Oconomowoc. While it is the officer's responsibility to keep their immediate supervisor apprised of the status of investigations in which they are currently involved, circumstances occasionally will exist where, due to the shift commander being unavailable, immediate notification is not possible. When such a situation exists, the officer will provide the necessary information to dispatch. The dispatcher shall forward this information to the shift commander as soon as possible. Such notification may be made via squad computer, cell phone or in person.
- B. It is imperative that the on-duty shift commander be aware of the status of all officers during the shift. No assignment/calls for service will be dispatched via squad computer, cell phone or other means without on-duty shift commander being similarly notified. (Exception - those assignments that are received and completed at the department i.e., clearing a 10-day, fingerprinting, or routine complaints in the lobby).
- C. Detectives will go through the supervisor when asking for assistance from the patrol division.

V. EXCEPTIONS TO THIS POLICY MAY BE AUTHORIZED ONLY BY THE CHIEF OF POLICE

This policy is effective immediately
and will supersede any directives or understandings in conflict