

**NEW CANAAN POLICE DEPARTMENT**

**SUBJECT: NOTIFICATION**

**GENERAL ORDER NUMBER: 87-7-42**

**FILE: SRVS 1-1**

**AUXILIARY & TECHNICAL**

**I PURPOSE/POLICY**

The purpose of this general order is to establish guidelines for the timely notification of supervisory personnel and requests for technical assistance. During the course of normal operations, certain incidents may occur, which by nature, may result in heightened community interest and/or potentially question this Agency's liability. Such incidents require the immediate notification of Command Staff and other supervisory personnel and may also require additional investigative and/or technical support.

**II RESPONSIBILITY**

It is the responsibility of all department personnel to comply with this general order.

**III PROCEDURES**

It shall be the responsibility of the Shift Supervisor to make such notification to the Chief of Police and the appropriate Division Commander as soon as practical after the safety of the emergency responders and the public has been stabilized.

- A** After the Shift Supervisor has notified the Chief of Police and the appropriate Division Commander, He/She or his/her designee shall make any other required notifications and requests for additional supervisory and technical support as deemed necessary.
- B.** The situations listed below shall serve as notifications lists. Other situations may also arise which would require notification of the Chief of Police. It shall be the responsibility of the Shift Supervisor to determine such incidents based upon the purpose of this General Order and make notifications when appropriate.

**1. HOMICIDE / DEATH UNDER SUSPICIOUS CIRCUMSTANCES**

- a. Chief of Police
- b. Division Commanders
- c. Investigations Commander
- d. State Police Major Crime Squad (Western District)
- e. State's Attorney Office – Part A (GA 1)
  - 1) Regular Hours: (203) 965-5791
  - 2) After Hours: (203) 846-1208

**2**     **SUICIDE/UNTIMELY DEATH**

- a.     Chief of Police
- b.     Operations Division Commander
- c.     Investigations Commander
- d.     Department Chaplain

**3**     **DANGEROUS SITUATIONS** – Any dangerous situation which may result in serious injury to emergency responders and/or the public.

- a.     Chief of Police
- b.     Division Commanders
- c.     Special Response Team
- d.     Investigations Commander
- e.     Adjoining Jurisdictions
- f.     Connecticut State Police

**4**     **SERIOUS INJURIES/POLICE OFFICER** - Any situation where a New Canaan police officer has suffered a serious injury.

- a.     Chief of Police
- b.     Division Commanders
- c.     Investigations Commander

**5**     **INJURIES/CITIZEN** - Any situation where a citizen has been injured by a New Canaan police officer.

- a.     Chief of Police
- b.     Division Commanders
- c.     Investigations Commander
- d.     If Police Use of Force has resulted in serious physical injury or death the State’s Attorney Office- Part A (GA 1) shall be notified **immediately**

- 6     **INTERNAL AFFAIRS/LITIGATION** - Any situation where there is a potential for a lawsuit or internal affairs investigation as a result of an action by a New Canaan Police Officer.
- a.     Chief of Police
  - b.     Division Commanders
  - c.     Investigations Commander
- 7     **UNUSUAL OCCURRENCES** - Any situation (in addition to the above) that would generate media interest, i.e., high-speed pursuit, major crimes, etc.
- a.     Chief of Police
  - b.     Division Commanders
  - c.     Investigations Commander
- C.     The shift supervisor will determine if an additional dispatcher is required and will assign one as needed. The Incident Commander will also assign a Public Information Officer (PIO) for the timely notification of the media and press briefings.
- D.     The Chief of Police or his/her designee shall notify the Police Commission as soon as practicable concerning Section III 1, 3, 4, 5 & 7 of this General Order.
- E.     The on-duty Dispatcher shall enter all notifications and call-outs into the LEAS database.

**IV     DISTRIBUTION**

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

**V     EFFECTIVE DATE**

This general order approved by the Police Commission on November 20, 1987 and is effective November 20, 1987.

Reviewed April 2000  
Revised May 2005  
Revised August 2006  
Revised March 2009

Per order,

\_\_\_\_\_  
Edward J. Nadriczny  
Chief of Police