

5.10 Notifications to the Chief of Police or Administrative Staff

Document Owner: Joseph Boisclair (Chief of Police)	Date Created: 11/10/2016
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NYS Law Enforcement Accreditation Standards: 50.1	08/14/2021:

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The Chief of Police or designee shall be notified as soon as possible of any complaint received or any investigation being conducted by Department personnel concerning any of the following incidents:

- 1) Any investigation involving death or injury so serious that death appears probable;
- 2) Any injury to a member or a person in custody;
- 3) Any complaint against personnel; In minor cases, notification need not be immediate, but may be accomplished via E-Mail.
- 4) Any damage to department equipment, including patrol cars; in minor cases, notification need not be immediate, but may be accomplished via E-Mail.
- 5) Any incident involving the use of firearms by a member or non-member, except the disposal of a dead animal;
- 6) Any damage to public or private property which occurs as the result of police action;
- 7) Robbery;
- 8) Burglary First Degree;
- 9) Arson First or Second Degree;
- 10) Assault First Degree;
- 11) Riot First Degree;
- 12) Criminal Mischief First Degree;
- 13) Kidnapping;
- 14) Rape or Sodomy First Degree;
- 15) Escape from any member or from the Police Station;
- 16) Any other incident, which by its nature or seriousness, requires that the Chief of Police be notified.

5.10 Notifications to the Chief of Police or Administrative Staff

NOTIFICATIONS MADE TO THE ADMINISTRATIVE STAFF

Because of special concerns and needs, notifications should be made in the following cases:

- 1.) Death Investigations;
- 2.) All Sex Crimes;
- 3.) Felony Narcotics Investigations;
- 4.) Whenever application is made for a search warrant;
- 5.) Whenever a member does a follow-up or develops information on a Detective Division case;
- 6.) Missing persons cases involving unusual or suspicious circumstances;
- 7.) Any time that a supervisor feels that it is necessary;
- 8.) Whenever overtime is required or being requested;

In more minor cases, notification need not be immediate, but may be accomplished via E-Mail.

The administrator receiving the notification will be responsible for notifying the Detective Lieutenant of any case that requires the assistance of or recall of detective division personnel.

ASSIGNMENT OF ADMINISTRATIVE NOTIFICATIONS

The administrative staff for notification will consist of the Patrol Lieutenant, Detective Lieutenant, and the Assistant Chief of Police. A schedule of the person assigned to receive the administrative notifications will be placed in the sergeants' office by the third week of every month. Each member will be assigned the duties to receive the administrative notifications for one week followed by two weeks off unless prior arrangements have been made with the Chief of Police.

AUTHORITY:



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