



BY ORDER OF THE CHIEF OF POLICE

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TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – 7-105 Command Staff Notification Protocol			APPROVED BY: <i>Chief O'Hara</i>

MP-8806

Introduction: This policy was updated to add additional situations that require immediate notification to the Chief, including when members are victims of violent crime, when threats are directed against members including through social media posts, and for incidents involving elected officials or high-profile public officials.

Effective with the issuance of this Special Order, Section 7-105 of the MPD Policy and Procedure Manual shall be amended as follows:

7-105 Command Staff Notification Protocol
(09/10/04) (10/28/04) (02/17/05) (09/26/22) (02/16/23) (03/17/23) (09/06/24) (11/27/25)

I. Purpose

The purpose of this policy is to ensure the Chief and other command staff are notified of events that may need their attention.

II. Notification Requirements

A. Page to Command Staff

Whenever a significant event happens, the MPD requestor shall request that MECC make notifications to the Chief and command staff.

1. Requesting the notification

- a. The MPD requestor shall be the Initial On-Scene Supervisor (IOS), their designee, or the Watch Commander.
- b. The request shall be made as quickly as possible once the scene is secured and life-saving measures have been rendered.
- c. The requestor shall request that MECC send a PDVIP page to the above-listed personnel. Notifications by MECC will be made by e-text on the Department-issued cellphones.

2. Significant events

Significant events/incidents include, but are not limited to:

- Critical incidents (as defined by P&P 7-810).
- Homicides.
- In-custody deaths.
- MPD personnel with serious injuries or hospitalization.
- Natural or manmade disasters.
- Acts of terrorism.
- Any other event that should be brought to the Chief's and command staff's immediate attention.

3. Personnel to be notified

The following personnel shall be notified of such events:

- Executive Committee (Chief, Assistant Chief, Deputy Chiefs, Chief of Staff).
- Appropriate Inspector(s).
- Watch Commander.
- VCID Commander.
- Lieutenant of Homicide.
- Department City Attorney.
- Department Public Information Officer.
- ~~IAU~~ Internal Affairs Commander.

4. Notification content

The requestor shall provide the following content for the notification:

- Date, time and location of the incident.
- A brief assessment of the event.
- A listing of other units or commanders contacted for assistance.
- Requests for other resources as deemed necessary.
- Name of contact person and their phone number.

5. Response after notification

The notifications will be made to a large number of command staff personnel but only those associated with the event need to respond.

- a. The contact person should not be called or asked for incident-specific information except by those required to respond to the incident.
- b. The requestor should expect a call back from the Chief, Deputy Chief of Patrol and the affected Inspector.

6. Memo from requestor

The requestor shall also submit a memo to the Chief and command staff detailing the incident.

a. Information to be included is:

- The on-scene supervisor's name and assignment.
- A logical narrative of the sequence of events (date, time, and place).
- Details of the initial call: ~~officer's member's~~ response, resources deployed, other command or unit assistance, ~~officers-members~~ or other people injured or killed, known hazards, extensive property damage, and any other significant facts that would best describe the incident.
- The time MECC was notified (e.g., 14:00).

b. The requestor shall submit the memo via email to the appropriate members of the command staff.

c. The memo shall be submitted as soon as possible or by the end of the work shift.

7. Other notification protocols

This policy is in addition to and does not supersede other applicable notification protocols such as Explosives, Weapons of Mass Destruction, Phase I, II or III Alert notification protocols (P&P 7-900 Large-Scale Emergency Response Procedures).

B. Direct Notification to the Chief

This policy does not alter any requirements in other policies to notify Internal Affairs (P&P 2-101) or other entities such as the Watch Commander (P&P 7-202), etc. ~~This policy~~The below requirements applyies only to direct notifications to the Chief.

The notification to the Chief shall be made the highest ranking on-scene supervisor.

1. Notification by phone

The Chief shall be immediately notified directly by phone call in the following situations:

- Arrest of an MPD ~~employee-member~~ anywhere.
- ~~An employee~~A member is alleged to have committed serious misconduct.
- ~~An employee~~A member is alleged to have committed criminal conduct, including but not limited to, domestic abuse or threats.
- ~~An employee~~A member is cited or arrested for DUI or DWI.
- Death, great bodily injury, or life-threatening emergency of an MPD ~~employee~~member.
- Serious injuries to an on-duty MPD ~~employee~~member.
- Injuries or illness to an on-duty MPD ~~employee-member~~ resulting in transportation by ambulance or hospitalization.

- A member is a victim of a violent crime anytime when on or off duty.
- Any threats or threatening social media posts are directed against an MPD member.
- Use of deadly force.
- Use of force resulting in great bodily injury.
- Any crimes occurring at religious venues, including threats.
- Hostage or barricaded persons.
- High-profile shooting incidents (e.g., active shooter, mass shooting, shooting of a child, etc.).
- Violent crime pattern (e.g., multiple shootings or robberies close in time or by the same suspects).
- Significant protests.
- Any incident involving an elected or high-profile public official.
- Pursuit-related injuries.

2. Written notification

The Chief shall be immediately notified directly by written notification (text or email) in the following situations:

- Homicides.
- Shootings.
- Stabbings.
- Bias crimes.
- Crash involving an MPD vehicle.
- Prisoner escape.
- Potential threats to public safety (e.g. bomb threat, etc.).
- Major incidents on school grounds.
- Major fires.
- Any other newsworthy events/media presence at scenes.