

	<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>ADM-114</b>
	<b>CHAPTER:</b>	<b>CHAIN OF COMMAND</b>	
	<b>DIRECTIVE:</b>	<b>NOTIFICATIONS</b>	

**114.01 SUMMARY**

Department employees who encounter certain incidents must notify the proper authority. These incidents have significant community or Department impact, public sensitivity, or news value. Depending on the incident, the proper authority may be a Department official, a Department Unit, a person outside the Department, or an outside Agency or Authority.

**114.02 DEFINITIONS**

**AGENCY** – An organization other than the Grand Junction Police Department that has an interest in the event or incident. For example, the news media is an “agency” in a disaster situation.

**AUTHORITY** – An organization that has the legal or logical responsibility for the investigation of an incident or that legally or logically participates in the investigation as a matter of function.

**CHAIN OF COMMAND NOTIFICATION** – Begins with your immediate Supervisor and continues through proper organizational levels to the Office of the Chief of Police. One individual may make all the notifications in a series or each person who receives notification notifies the next person in the Chain of Command (usually the notifier’s immediate Supervisor). Strictly follow the Chain of Command Notification for any incident that involves Department operations or is likely to draw public inquiry.

**114.03 RESPONSIBILITY**

The investigating Officer or on-duty Supervisor, as appropriate, is responsible for the required notifications and should make the notifications as soon as possible. Although an on-duty Telecommunicator may assist with the notifications, the Officer or Supervisor will always remain responsible for the notifications.

**114.04 REQUIRED NOTIFICATIONS**

This section lists specific incidents and the minimum required notifications for those incidents. It is not necessarily an all-inclusive or complete list. On encountering any incident that has significant community or Department impact, public sensitivity, or news value, a Department employee should make any notifications the employee deems necessary.

**REQUIRED NOTIFICATIONS  
(con't)****ACCIDENT ALERT**

- Public Information Coordinator
- Media

**AGGRAVATED ASSAULT IN WHICH VICTIM IS LIKELY TO DIE**

- Chain of Command Notification
- Investigations
- District Attorney

**AIRCRAFT DISASTER**

- Chain of Command Notification.

**AIRLINE BOARDING VIOLATIONS**

- Federal Bureau of Investigation
- TSA (if not previously notified)

**ARMED ROBBERY**

- Investigations

**ARRESTS INVOLVING A CITY EMPLOYEE**

- Chain of Command Notification.

**BANK ROBBERY**

- Investigations
- Federal Bureau of Investigation.

**BARRICADED OR HOSTAGE SITUATION**

- Chain of Command Notification
- SWAT Commander
- Public Information Coordinator
- District Attorney

**BOMB THREAT**

- On-duty Patrol Supervisor, if not already notified.
- HDT Supervisor
- Grand Junction Fire Department.
- Operations and/or Services Deputy Chief(s). (If HDT responds to the scene)

**REQUIRED NOTIFICATIONS  
(con't)**

- FBI, if any explosive suspicious package or device is located regardless of location. Also notify if suspicious package is located on an aircraft, at the airport, in a federal building, or on federal land.

**CHILD ABUSE CASE**

- Investigations (Felony abuse cases)

**DEATHS OF A SUSPICIOUS NATURE** (or deaths involving suspected Sudden Infant Death Syndrome (SIDS) Investigations

- Chain of Command Notification
- Investigations
- District Attorney or designee
- Coroner
- Department of Social Services (if deceased is a child).

**DISASTERS** (natural and man-made – examples are, respectively, floods and fires and chemical spills)

- Chain of Command Notification
- Mesa County Emergency Coordinator.

**FIREARMS DISCHARGE** (excluding animals destroyed)

- Chain of Command Notification

**GRAFFITI – (ANTI-GOVERNMENT)**

- Federal Bureau of Investigation
- Chain of Command Notification

**HAZARDOUS DEVICES UNIT CALL-OUTS (BOMB UNIT)**

- Chain of Command Notification

**HAZARDOUS MATERIALS (“HAZMAT”) INCIDENTS**

- Chain of Command Notification (when the potential for significant impact to the Community exists)
- Grand Junction Fire Department

**INCIDENTS IN WHICH A GJPD OFFICER IS SERIOUSLY INJURED OR KILLED**

- Chain of Command Notification

**REQUIRED NOTIFICATIONS  
(con't)****INCIDENTS IN WHICH A GJPD OFFICER SERIOUSLY  
INJURES OR KILLS AN INDIVIDUAL**

- Chain of Command Notification

**KEY ASSET OR CRITICAL INFRASTRUCTURE  
INTERRUPTION OR DAMAGE (INTENTIONAL OR  
SUSPICIOUS) i.e. Power, Public Communication Systems,  
Public Transportation (Air, Bus, Train), Water treatment,  
and other utility physical plants.**

- Chain of Command Notification
- Federal Bureau of Investigation

**MUTUAL AID REQUESTS**

- **SHORT TERM** – On-duty Supervisor
- **SPECIAL OPERATIONS** – Chain of Command
- **ALL OTHERS** - Chain of Command Notification

(Also see “Mutual Aid” (OPR-241))

**MISSING PERSONS WHERE FOUL PLAY IS  
SUSPECTED; KIDNAPPING; MISSING CHILDREN OR AT-  
RISK ADULTS**

- Chain of Command Notification
- Investigations
- CBI (Amber Alert)
- FBI (Kidnapping)

**ORDER OF SUCCESSION ISSUES**

- See “Order of Succession” (ADM-113) directive

**PERSONNEL ISSUES OF A SERIOUS NATURE**

- Chain of Command Notification

**POLICE SHOOTINGS, IN-CUSTODY DEATHS, USE OF  
FORCE THAT RESULTS IN SERIOUS INJURY OR DEATH**

- Chain of Command Notification
- Investigations
- District Attorney

**REQUIRED NOTIFICATIONS  
(con't)****POWER LINES DOWNED**

- Xcel Energy
- Grand Valley Rural Power
- FBI (If downed lines are suspicious or caused by intentional acts)

**PURSUIITS RESULTING IN ACCIDENTS WITH INJURIES**

- Chain of Command Notification

**SIGNIFICANT NEWSWORTHY OR SENSITIVE-NATURE INCIDENTS**

- Chain of Command Notification
- Public Information Coordinator

**SWAT CALL-OUTS**

- Chain of Command Notification

**TELEPHONE LINES DOWNED**

- Qwest Communications
- FBI (If downed lines are suspicious or caused by intentional acts)

**TRAFFIC ACCIDENTS THAT CREATE HAZARDS AND REQUIRE PUBLIC NOTIFICATION**

- City Public Works Department
- Public Information Coordinator
- News media

**UNATTENDED DEATHS INVESTIGATED BY THE DEPARTMENT**

- Supervisor on duty
- Coroner

**WATER BREAKS**

- City Public Works Department (via Communications Center)

**114.05 INVESTIGATIONS  
NOTIFICATION  
CALL-OUT**

Although the Department's philosophy is that all sworn personnel should be capable of handling any criminal case to completion, it may be necessary or prudent in some cases to use the knowledge and experience of specialized personnel in an after-hours call-out of Detectives. Cases that generally warrant a call-out of Investigations personnel include:

**INVESTIGATIONS  
NOTIFICATION CALL-OUT  
(con't)**

- Homicide
- Sexual assault, 1st or 2nd degree
- Armed robbery
- Aggravated assault, from which the victim is likely to die
- Police shooting involving serious bodily injury
- Assault on police officer
- Child abuse death
- Violent, destructive forced used against Police property
- Kidnapping or extortion.
- Complex drug related crimes.

**114.06 INVESTIGATIONS  
CALL-OUT  
PROCEDURE**

**PATROL SUPERVISOR CONTACTS INVESTIGATIONS**

**SERGEANT** – If the Patrol Supervisor deems call-out of Investigations personnel necessary, the Patrol Supervisor will contact the Investigations Section Sergeant in whose area of responsibility the case would normally reside. If the appropriate Investigations Sergeant is not available, the Patrol Supervisor will contact the Operations Administrative Commander. In the event the Commander is not available, the Patrol Supervisor will contact the Detective who would normally be assigned the case or, on weekends and holidays, an on-call Detective.

The Patrol Supervisor will provide basic details of the case:

- Type of case
- When and where the crime was committed
- Persons involved, if known
- Steps already taken by Patrol Officers

**INVESTIGATIONS SERGEANT DETERMINES WHICH  
DETECTIVES(S) TO RESPOND**

– The Investigations Sergeant will determine the appropriate Investigations Section personnel to respond to the call out. The Patrol Supervisor will make the final determination regarding the call-out and response of Investigations Section personnel.

**INVESTIGATIONS SECTIONS RESPONSE** – Investigations Section personnel who are on call shall respond promptly to all call-outs regardless of the nature of the incident.

**114.07 ON CALL STAND-BY COVERAGE**

The Investigations Section Sergeant will arrange for two (2) Investigators to be available on-call on weekends and holidays when it is likely that personnel may not otherwise be available for call-out. The Sergeant will distribute a memorandum identifying the on-call Detectives to the Patrol Shift Commanders and the Communications Center.

