



# Tulsa Police Department

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**Policy #** 308

**Effective Date** 03/01/2022

**Policy Name** Staff Notifications

**Approved Date** 02/28/2022

**Approved by** *Wendell Franklin, Chief of Police*

**Previous Date** 04/17/2020

## PURPOSE OF CHANGE:

To clarify staff notifications.

## POLICY:

It is the policy of the Tulsa Police Department that the Chief of Police and members of the Command Staff are informed of incidents or situations that may have a significant impact on Tulsa Police operations, where there may be a question as to the City's liability, or which may result in heightened community interest. The Communications Unit should also be notified when a significant or critical incident occurs so they may disseminate information to the media appropriately.

**SUMMARY:** To establish guidelines for the mandatory notifications of administrative staff members.

**APPLIES TO:** All police personnel

## DEFINITIONS:

**CRITICAL INCIDENT** – an incident in which the death or serious injury of any person has occurred or could have occurred as the result of actions taken by an officer or officers, the death or serious injury of an officer, or any incident requiring significant police resources to resolve i.e., mass casualty event, active shooter, serious disturbances, natural or man-made disaster, etc.

**SIGNIFICANT INCIDENT** – an incident that has a heightened community interest i.e., homicides, SOT callouts, bomb squad callouts, officer arrested, amber alert, etc.

## PROCEDURES:

### A. SCENE SUPERVISOR

1. As soon as circumstances allow the scene supervisor of a significant or critical incident should notify a shift commander. If there isn't a shift commander on duty contact the staff duty captain. If the staff duty captain can't be reached, then contact the staff duty major. The supervisor should not rely on radio traffic and should personally contact and relay the pertinent information.
2. If the incident meets the criteria of Policy 137 – *Tulsa Police and Fire Chaplaincy Corps* make sure that officers have contacted dispatch to call-out a Chaplain.
3. Ensure dispatch contacts the Communication Unit.
4. When deadly force is used, except accidental discharge or an animal shot, have dispatch notify the Detective Division and on-call IA Investigator.

**B. SHIFT COMMANDER, STAFF DUTY CAPTAIN, OR STAFF DUTY MAJOR**

1. Respond to the scene of a significant or critical incident.
2. Personally contact the Major(s) directly affected by the incident.
3. As soon as circumstances allow contact the dispatch supervisor and relay pertinent information for a mass notification. Ideally the following information will be communicated:
  - a. Location of incident,
  - b. Status of suspect and officer(s),
  - c. Basic incident information,
  - d. On scene commander,
  - e. The radio sub-fleet,
  - f. Any special instructions,
  - g. Command post location,
  - h. Route of approach,
  - i. The Tulsa Police personnel that are to be included in notification.

**C. AFFECTED DIVISION COMMANDER**

1. Critical Incident:
  - a. Respond to the scene.
  - b. Contact the appropriate Bureau Deputy Chief as soon as possible.
2. Significant Incident:
  - a. Consult with on-scene personnel to determine if they need to respond to the scene.
  - b. Decide whether to immediately contact the Bureau Deputy Chief or make notification at a later time.

**D. BUREAU DEPUTY CHIEF**

1. Immediately notify the Chief of Police, other Deputy Chiefs, and TPD legal advisor of any critical incident.
2. Notify the Chief of Police, other Deputy Chiefs, appropriate command staff, and TPD legal advisor of significant incidents in a timely manner.

**E. DISPATCH SUPERVISOR**

1. When contacted by the shift commander, staff duty captain, or staff duty major, activate a mass notification of pertinent information to personnel as directed.
2. Contact the on-call Communications Unit personnel with pertinent information.

**REGULATIONS:** None

**REFERENCES:**

101A – *Use of Force*

137 – *Tulsa Police and Fire Chaplaincy Corps*

TOG 2002 – *Mass Notification System*