



# Ithaca Police Department

120 E. Clinton Street  
Ithaca, New York 14850

General Order Number: 600

Title: Command Notification of Unusual Incidents

Issuing Authority: Chief John Barber

Effective Date: 06/01/16

Rescinds/Supersedes: All previously issued directives

Review Date: 06/2017

Applicable NYSLEA Standards: 40.2

Number of Pages: 3

## I. Purpose

The purpose of this General Order is to identify specific incidents that require the notification of a Deputy Chief and/or the Chief of Police.

## II. Policy

The Shift Supervisor shall be responsible for ensuring that a Deputy Chief and/or the Chief of Police has been notified in the event of any "Unusual Incident" (as defined below). This notification shall be made as soon as possible or practical after the incident occurs.

## III. Definitions

Unusual Incidents include (but are not limited to) the following:

1. Any incident in which a member of this department receives medical treatment at a hospital for a serious injury that occurred while on or off duty.

2. Any incident in which a person receives medical treatment at a hospital for an injury or medical condition that occurred while in police custody.
  - a. This does not include those persons who are transported to a hospital for mental health treatment or those persons who were injured prior to being in police custody.
3. The confirmed shooting of a person that results in the injury or death of the person.
4. The confirmed shooting of property that results in damage to the property.
5. The suicide/attempted suicide of a person while in the custody of the City of Ithaca Police Department.
6. Any crime in which death has occurred or is likely to occur.
7. Any escape from custody.
8. Any incident involving a kidnapping and/or an AMBER Alert notification originating from this Department.
9. Any incident that requires multiple investigators to be called in to investigate.
10. Any officer involved shooting (other than the destruction of an animal).
11. Any riot activity.
12. MVA with fatality and/or serious physical injury in which a fatality is a likely result.
13. Any incident, political or otherwise that would require the Chief of Police or his designee to be immediately aware of including but not limited to incidents at schools or churches.
14. Anytime an Ithaca Police Officer is injured.
15. Anytime the Ithaca Police Department K-9 or SWAT Team is requested by an outside agency or activated.
16. Any bomb threats.

17. Supervisors are encouraged to notify the Deputy Chief/Chief when a situation exists where they are unsure whether the criteria have been met for an unusual incident.

18. An email notification should be made to the Chief's anytime a press release is generated.

#### **IV. Procedures**

A. In the event of an unusual incident, the Shift Supervisor shall ensure that the Deputy Chief of Operations is contacted first and advised of the situation.

1. The Deputy Chief of Operations will then attempt to notify the Deputy Chief of Professional Standards and/or the Chief of Police at their discretion.

B. If the Deputy Chief of Operations is unavailable then the Deputy Chief of Professional Standards shall be notified.

1. The Deputy Chief of Professional Standards will then attempt to contact the Chief of Police at their discretion.

C. If both Deputy Chiefs are unavailable then the Chief of Police shall be notified.

D. Shift Supervisors may contact a Deputy Chief and/or the Chief of Police to notify them of any unusual incident that occurs that is not specifically stated within this General order if in the opinion of the Shift Supervisor notification is prudent.

#### **V. Exceptions**

A. Pursuant to (Terrorism Threat Levels), the Shift Supervisor shall first notify the Chief of Police, followed by the Deputy Chief of Operations and then the Deputy Chief of Professional Standards when the Nation's Homeland Security Advisory System elevates to a Code Red Status (Severe Risk of Terrorist Attacks).

