

# WATERTOWN POLICE DEPARTMENT GENERAL ORDER



JOANNA W. VITEK  
CHIEF

<b>Effective Date:</b> March 7, 2007	<b>Rescinds:</b> A-194 September 2005 <b>Amends:</b>	<b>Number:</b> A-194
<b>Subject:</b> Command Staff Notification		<b>Re-evaluation Date:</b> March 2010
<b>Distribution:</b> ALL PERSONNEL	<b>Related CALEA Standards:</b>	

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

## 1. PURPOSE

The purpose of this policy is to provide Command Staff personnel of the Watertown Police Department with timely and effective information concerning significant incidents occurring within jurisdictional limits of the City of Watertown. This General Order will serve as an additional measure to augment existing informational flow within the Watertown Police Department.

## 2. POLICY

- A. It is the policy of the Watertown Police Department to provide timely and effective information to the Chief of Police and Command Staff members about significant incidents that frequently occur in daily operations of the Watertown Police Department.
- B. It is the policy of the Watertown Police Department to have a fully informed and reactive Command Staff structure, supporting the overall efforts of its employees and aiding in their decision making process.
- C. The Communications Section, Watertown 9-1-1 Center, of the Watertown Police Department will be the primary unit responsible for the delivery of notification to Command Staff personnel.
  1. In the event of a Group Command Staff notification the most effective means of notification will be through city issued cellular phones.
    - a. In the event that cellular phone capability is not available or fails, the Communications Center will utilize all available resources to make the appropriate notifications.
    - b. All Command Staff members are responsible for insuring the Communications Center has updated phone numbers for their personal residence through which that member can be contacted.
- D. Utilizing the procedures outlined herein, the ranking supervisor of the incident occurrence (and at the time the incident occurs) will be responsible for instructing the Communications Section to make a Command Staff individual or group notification.
- E. It will be at the discretion of the Command Staff member, upon receipt of the notification, to take whatever action that individual Command member deems necessary in response to the information, unless otherwise directed in the notification when received.
- F. In the event of a Command Staff Individual notification, it will be the responsibility of the Individual Command Staff member to insure that the Chief of Police and the Assistant Chief of Police who is reportable for staffing is informed of the incident in a timely manner.
- G. **Command Staff notification (individual or group) concerning incidents not described**, is encouraged, if in the opinion of a supervisor a specific incident warrants such notification.
- H. With the goal of keeping many of our essential personnel informed, on a real-time basis, with activities and events within our department, effective immediately, pagers or cellular phones will be provided to all command staff personnel, as well as detectives, SRO, and Sergeants. While it is not mandated that these personnel remain in the effective range of the pagers or cellular phones, these personnel are required to

(when possible) carry the pager or cellular phone with them to have access to information that may be disseminated to them through the communication process. We encourage you to provide any feedback regarding the use of these pagers, including any suggestions on how we might improve their operational effectiveness. We appreciate your participation.

**3. DEFINITIONS**

- A. **COMMAND STAFF** - Shall consist of the following personnel: Chief of Police, Assistant Chiefs of Police, and Captains.
- B. **IMMEDIATE COMMAND SUPERVISOR** ó Immediate Supervisor of the Shift
- C. **CONFIRMATION** - Is defined as personal conversation with Command Staff personnel, via phone with the Communications Section, verifying receipt of the notification when dictated.
- D. **EMPLOYEE** - Any employee of the Watertown Police Department, sworn or non-sworn.
- E. **EMPLOYEE COMMAND OFFICER** - Command Officer that the employee reports to within the structure of the Watertown Police Department.
- F. **SEVERE AND/OR TORNADIC WEATHER NOTIFICATION** - Summary information contained on the Watertown Police Department Storm notification bulletins that are distributed.
- G. **GROUP COMMAND STAFF NOTIFICATION** - Notification made to all Command Staff which can routinely be accomplished through use of their issued cellular phones.
- H. **INDIVIDUAL COMMAND STAFF NOTIFICATION** - Particular Command Staff notifications made (less than a Group Command Staff notification) that are outlined within the Procedures section. The decision to make an Individual Command Staff notification will be pursuant to the ranking officer having control over the Shift where significant incidents occur or are occurring.
- I. **MAJOR REQUEST FOR ASSISTANCE** - Requests for assistance beyond routine patrol assistance that is readily available at the time of the request.
- J. **MINOR INJURY** - An injury causing medical treatment that does not require admittance to a health care facility (hospital).
- K. **NEAR DEATH INJURY** - Injury that has a probability or likelihood of causing death.
- L. **NOTIFICATION** - Communication with Command Staff member(s) either in person, via phone, alpha page, or group alpha page.
- M. **RANKING SHIFT OFFICER** - City wide Ranking Officer having the highest rank or seniority in rank, within the geographic boundaries of the Watertown Police Department where an incident occurs or has occurred.
- N. **SERIOUS INJURY** - Injury causing an extended recovery period that is not likely to result in death.
- O. **Emergency Management Director-EOC (Emergency Operations Center) Director.**

**4. PROCEDURES**

In the event of occurrence of one of the following specific incidents the below prescribed notifications are required: (see following charts):

Type of Incident	Required Notification	Required Individual notifications to be made (if Individual notification is prescribed)	Confirmation Required by Communication Center (yes or no)
Minor work related injury to employee	Immediate Supervisor and/or Senior Ranking Supervisor.	Employeeø Command Supervisor	YES
Serious work related injury to employee	Group Command	All	YES, ALL
Death of Employee	Group Command	All	YES, ALL
Employee involved vehicular crash while on duty, no injuries	Individual Command	Employeeø Command Supervisor	YES
Employee involved vehicular crash while on duty, minor injuries	Individual Command	Employeeø Command Supervisor	YES, individual Command member only

Employee involved vehicular crash while on duty, serious or near death injuries	Group Command	All	YES, ALL
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<b>Type of Incident</b>	<b>Required Notification</b>	<b>Required Individual notifications to be made (if Individual notification is prescribed)</b>	<b>Confirmation Required by Communication Center (yes or no)</b>
Homicide incident	Group Command	All	YES
Codington County Search and Rescue Team only if called out within the city limits of Watertown and on all SWAT team call outs.	Group Command	All	YES
Watertown City and Codington County severe weather reports (Severe weather approaching and/or possibility of tornadic activity etc.)	Chief Communications Supervisor with authority over area of occurrence	All	YES
Death to any Law Enforcement Officer from within the agency or from another agency	Group Command	All	YES, Chief of Police, Assistant Chiefs Police, Captains and Communications Chief Supervisor
Vehicle pursuit w/injuries or property damage	Individual Command	Immediate and Ranking Command Officer, Chief of Police, Assistant Chiefs of Police	YES
Officer involved shooting incident	Individual Command	Immediate Command Supervisor, Chief of Police, Assistant Chiefs of Police, Investigations Captain	YES, Immediate Shift Supervisor, and ALL Command Staff
Equipment failure seriously impairing the operational capabilities of the Watertown Police Department, Law Enforcement performance of their job and/or Communications Center (i.e. radio failure, etc.)	Group Command	All	YES
Missing-abducted Child\missing adult	Group Command	All	YES

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JOANNA W. VITEK  
Chief of Police

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