

ELIZABETH POLICE DEPARTMENT GENERAL ORDERS



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SUBJECT: UNUSUAL INCIDENT ADMINISTRATIVE REPORTING

EFFECTIVE DATE:

February 1, 2016

ACCREDITATION STANDARDS:

N/A

BY THE ORDER OF:

Chief Patrick Shannon

BY AUTHORITY OF:

Police Director James Cosgrove

SUPERSEDES ORDER #: G.O. #124 (01/14/98)

PURPOSE The purpose of this general order is to establish administrative reporting procedures for department members and units in cases of serious or unusual incidents, which occur during non-business hours. Such procedures are necessary in order to quickly alert command personnel, throughout the chain-of-command, of the occurrence of a serious or unusual incident, which requires immediate attention.

POLICY It is the policy of the Elizabeth Police Department to report serious and unusual incidents to the command staff as quickly as practicable and in compliance with the procedures set forth within.

PROCEDURES

I. DEFINITIONS

- A. For purposes of this general order, an unusual or serious incident refers to events, which require command notification due to their potential for unrest and/or publicity. Unusual or serious incidents include, but are not limited to:
1. Arsons;
 2. Homicides;
 3. Suspicious deaths;
 4. Armed robberies;
 5. Carjacking;
 6. Shootings;
 7. Firearms arrests or weapons seizures;
 8. Sexual assaults;
 9. Commercial or home burglaries of significance;
 10. CDS arrests or seizures of significance;
 11. Notable arrests;
 12. Money seizures of significance;
 13. Large disturbances or public unrest;
 14. Apparent or actual bias confrontations or incidents;
 15. Rumors, which might inflame a situation or neighborhood;
 16. Police involved shootings;
 17. Confrontations between the police and the public, which might lead to further confrontations;
 18. Complaints against police personnel;
 19. Any incident requiring immediate notification to internal affairs;
 20. Outstanding actions on the part of police personnel;
 21. Hazardous conditions constituting danger or threat to the public (e.g., large scale power outages, serious gas leaks; evidence of juvenile gang activity, suspected organized or large scale vice activity, etc.);

22. Police employees killed or injured on or off duty;
23. Police involved vehicle collisions;
24. Reports concerning employees' action, positive or negative, which reflects upon the department;
25. Incidents directly involving public officials or other VIPs;
26. Spontaneous- strikes or labor trouble;
27. Large fires;
28. Activities-by outside law enforcement agencies within the city, (e.g., pursuits, shootings, raids, etc.)

II. RESPONSIBILITIES

- A. All personnel, whether on or off duty, are responsible for reporting serious or unusual incidents, which may reflect either positively or negatively on the department.
- B. Off Duty Personnel:
 1. Off-duty personnel shall report incidents of an immediate emergency nature requiring police department response to the communications bureau superior by telephoning 908-558-2059.
 2. Other incidents of a non-emergency nature shall be reported by telephone or in person to the desk supervisor and the officer should be guided by the superior's instructions.
 3. When deemed necessary, supervisors shall order the off duty employee to either respond immediately to the command affected to submit necessary reports or to submit an administrative submission immediately upon reporting back for regular duty to his or her commanding officer.
- C. On duty personnel shall promptly report unusual incidents to their immediate supervisor and submit administrative reports whenever deemed necessary by a supervisor prior to going off-duty.
- D. Supervisors are responsible for evaluating reports of serious or unusual activity, which are brought to their attention and determining the need and degree of administrative reporting necessary. Administrative submissions are necessary whenever the incident is not routinely reported in other department reports (i.e., incident and arrest reports) and/or to provide additional details, which are not reported in other reports. Supervisors shall order the submission of an administrative submission(s) whenever appropriate.
- E. Desk lieutenants or supervisors-in-charge of units are responsible for obtaining all necessary information, regarding serious or unusual activity and reporting this information to their commanding officer.

- F. During regular business hours (Mon-Fri, 0900hrs to 1700hrs), reports of serious or unusual activity shall be made immediately to commanding officers either in-person or by telephone. Administrative submissions shall be completed whenever appropriate or ordered.
- G. During non-business hours (nights, weekends and holidays), desk lieutenants or supervisors-in-charge of a unit, shall report serious or unusual incidents by way of the unusual activity report. This report is made in addition to any administrative submission(s) or other department reports and serves the purpose of a serious or unusual incident, which may require their immediate attention

III. ADMINISTRATIVE REPORTING FORMATS

- A. Administrative submissions submitted in cases of serious or unusual incidents shall adhere to the following format:
 - 1. SUMMARY
 - 2. ACTIONS TAKEN
 - 3. DETAILS
- B. Supervisors-in-charge of units working during non-business hours are responsible for submitting an *Unusual Activity Report* at the end of each duty tour (non-business hours only.)
 - 1. The *Unusual Activity Report* shall be completed and contain routine information required by the specific command and provides space for reporting unusual incidents or serious incidents as outlined in this general order.
 - 2. The *Unusual Activity Report* section shall contain only that information, which is necessary to convey a brief understanding as to what occurred and what actions taken by the reporting officer and others.
 - 3. Central complaint numbers shall be cited for reference when appropriate. Detailed information should only be included when it is not included in other reports or when other reports are not submitted.
 - 4. *Unusual Activity Reports* must include a copy of any corresponding or related incident report(s).
- C. Copies of the *Unusual Activity Report* and corresponding or related incident reports(s) shall be forwarded to:
 - 1. Police director;
 - 2. Chief of Police;
 - 3. All deputy chiefs;
 - 4. Detective bureau commander.