

# ELIZABETH POLICE DEPARTMENT GENERAL ORDERS



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**CHAPTER: 4**

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**SUBJECT: NOTIFICATIONS TO POLICE ADMINISTRATION**

**EFFECTIVE DATE:**

**March 14, 2020**

**ACCREDITATION STANDARDS:**

**N/A**

**BY THE ORDER OF:**

**Deputy Chief Giacomo Sacca**

**BY AUTHORITY OF:**

**Police Director Earl J. Graves**

**PURPOSE**     The purpose of this general order is to establish the procedural process to be followed concerning notification of the Police Director and the Police Chief during business and non-business hours. Specifically, this general order establishes instances wherein the immediate notification is required, or notification is undertaken at the earliest date of business.

**POLICY**        It is the policy of the Elizabeth Police Department to promptly notify the Police Director and Chief of Police in those instances defined in this general order.

## PROCEDURES

### I. DEFINITIONS

- A. For purposes of this general order, the following terms are defined:
1. Deadly force refers to the use of a firearm by Elizabeth Police Department personnel, whether or not death, injury or no injury is sustained.
  2. Immediate notification refers to a telephone and/or electronic paging notification at a time proximate to the occurrence of a specific incident. **NOTE:** all immediate notifications also require written notifications by the next business day.
  3. Serious injury means bodily injury, which creates a substantial risk of death or which causes severe, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ or any life-threatening injury requiring prolonged hospitalization. **NOTE:** minor injuries involving emergency medical treatment do not apply.
  4. The severe or unusual 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:
    - a. Homicides;
    - b. Armed robberies;
    - c. Shootings;
    - d. Significant disturbances or public unrest;
    - e. Apparent or actual bias confrontations or incidents;
    - f. Rumors, which might inflame a situation or neighborhood;
    - g. Police involved shootings;
    - h. Confrontations between the police and the public, which might lead to further clashes;
    - i. Complaints against police personnel;
    - j. Outstanding actions on the part of police personnel;
    - k. 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.);
    - l. Police employees killed or injured on or off duty;

- m. Reports concerning employees' action, positive or negative, which reflects upon the department;
  - n. Incidents directly involving public officials or other VIPs;
  - o. Spontaneous- strikes or labor trouble.
  - p. Large fires.
  - q. Activities-by outside law enforcement agencies within the city, (e.g., pursuits, shootings, raids, etc.)
5. Written notification means the inclusion of a descriptive summary in the involved command's unusual incident report.

## II. RESPONSIBILITIES

- A. Deputy Chiefs have primary responsibility for notification to the police director in each required instance:
- B. In cases requiring immediate notification to the police director, the communications division shall undertake the notification process. Also, the communications supervisor shall ensure that written notification is provided via an unusual incident report.
- C. In cases involving notification during business hours, the deputy chief responsible for the incident and/or the communications division shall also ensure that telephonic notification is provided to the office of the police director.

## III. IMMEDIATE NOTIFICATION

- A. In each of the following instances, the Police Chief and Director shall receive a verbal notification at the time of occurrence and subsequent written notification on the next business day. The Communications Supervisor shall call the Chief of Police and notify the on-duty commander via the chain of command. The phone call to the Chief of Police must be completed as soon as practical after completing calls requesting additional resources such as detectives or identification personnel.
  - 1. The death of any police department employee, whether on-duty or off-duty, whether or not death results from unnatural causes (e.g., homicide, suicide, accidental, etc.);
  - 2. The death of any on-duty police department employee regardless of the reason;
  - 3. Serious injury to any Elizabeth Police Department personnel regardless of the reason:
  - 4. The use of deadly force by Elizabeth Police Department personnel or other law enforcement personnel within the City of Elizabeth;
  - 5. The use of deadly force by Elizabeth Police Department personnel, on or

off-duty, regardless of the geographic location.

6. The arrest of any Elizabeth Police Department employee by any agency whether on or off duty and regardless of the location.
7. Any allegation of serious police misconduct involving Elizabeth Police Department personnel whether on or off duty including, but not limited to: bribery, extortion, brutality, vehicle pursuit (s) with injury, bias offense(s), etc.
8. Substantial injuries/deaths to citizens or the potential risk or substantial danger to the general public within the jurisdiction of the Elizabeth Police Department resulting from:
  - a. Shootings;
  - b. Fires;
  - c. Police arrest/custody;
  - d. Explosions;
  - e. Airport/aircraft disaster;
  - f. Hazardous spills;
  - g. Confined explosive device;
  - h. Power outages;
  - i. Threats or confirmed incidents of violence at any abortion facility;
  - j. Natural disasters.
9. Major civil disturbances within the city of Elizabeth including, but not limited to:
  - a. Apparent or actual bias confrontations or incidents; or
  - b. Incidents involving confrontations between the police and the public, which may lead to additional clashes.
10. Hostage or barricaded person situation.
11. The escape of prisoners or inmates from police custody including, but not limited to:
  - a. A weapon is employed and/, or injuries are incurred;
  - b. The escape of more than one (1) prisoner;
  - c. The escape results in injuries to others; or
  - d. The escape generates media inquiry/attention.

12. Actual or potential major weather emergencies including:
  - a. Major storms/winds;
  - b. Snow and/or ice conditions;
  - c. Flood conditions.
13. Unusual incidents outside the jurisdiction of the Elizabeth Police Department where a significant amount of Elizabeth Police Department personnel is requested by outside agencies (e.g., ESU response/assistance in event of civil disturbances, etc.)
14. The death (homicide) of a citizen, which may involve a substantial public interest (e.g. child, multiple homicides, high profile individuals/event). **NOTE:** all other homicides shall only require a written notification on the next business day.
15. The mayor and/or business administrator are at the scene of any assignment listed in this subsection.

#### **IV. WRITTEN NOTIFICATION**

- A. The Office of the Police Director shall be notified in writing via the submission of administrative reports and/or an unusual incident report by the next available business day of the following:
  1. All incidents listed within subsection III.A of this general order;
  2. On-duty injury to any Elizabeth Police Department employee;
  3. Serious allegations or criminal complaints filed against any Elizabeth Police Department employee by any citizen and/or agency;
  4. The response of operations personnel to any emergency incident involving a potential/significant threat to public safety (e.g. bomb threats, etc.);
  5. The death of any citizen involving unnatural causes (e.g. homicide, accident, suicide, etc.)
  6. Any unusual incident, which has the potential of generating press coverage or substantial public interest in the operations of the Elizabeth Police Department or other city agency.