

Major Incident Notification and Tour of Duty Reports

325.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

325.2 POLICY

The Colorado State University Police Department recognizes that certain incidents should be brought to the attention of supervisors, other specified personnel of this department, and other University personnel to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

325.3 MINIMUM CRITERIA FOR NOTIFICATION

- Most situations where the media show a strong interest are also of interest to the Chief of Police and the affected Division Commander. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive. These notifications should always be made verbally and as soon as possible.
- Homicides
- Missing children or endangered missing adults
- Traffic collisions with fatalities or severe injuries
- Officer-involved shooting, whether on- or off-duty (see the Officer-Involved Shootings and Deaths Policy for special notification)
- Significant injury or death to an employee, whether on- or off-duty
- Arrest of Department employee or Colorado State University official
- Aircraft, train, boat or other transportation crashes with major damage and/or injury or death
- In-custody deaths
- Crimes of unusual violence or circumstances that may include hostages, barricaded persons, home invasions, armed robbery or sexual assaults
- CAD, radio, network, facility system or utility failures and incidents that may affect staffing or pose a threat to basic police services
- Any other incident, which has or is likely to attract significant media attention
- Any other incident which may qualify for, or obligate CSUPD to provide Emergency Warning or Timely Notification pursuant to Clery Act guidelines.

Additionally, some incidents on CSU campus generate more community interest than they might in a municipal environment. CSUPD Command staff must often respond to internal requests for

Colorado State University Police Department

Policy Manual

Major Incident Notification and Tour of Duty Reports

information. For that reason, members should notify their chain of command verbally, or via a detailed email under the following circumstances:

Immediately following any incident where a university employee is a suspect (but has not been arrested, see above), is the victim of a crime, or has had a major medical emergency of which police were made aware. If a department member feels notification is appropriate in other cases, they are encouraged to notify their chain of command.

325.4 SHIFT SUPERVISOR RESPONSIBILITIES

The Shift Supervisor is responsible for making the appropriate notification. The Shift Supervisor shall make reasonable attempts to obtain as much information on the incident as possible before notification, and shall attempt to make the notification as soon as practicable. Notification should be made by using the call notification protocol posted in Dispatch.

325.4.1 NOTIFICATION REQUIREMENTS

Type 1 Incident: Notify Operations Commander and, thereby, the Chief of Police as soon as reasonable. Chief of Police and PST determine if campus-wide alert required. Establish ICS.

Type 2 Incident: Notify Operations Commander, Chief of Police/PST determine campus-wide alert, timely warning message to campus.

Type 3 Incident: TDR documentation. Serious incidents require additional email to Operations Division Commander

325.4.2 DEFINITIONS

Type 1 Incident: Immediate threat to health, life, and safety. Requires immediate issuance of RAVE alert and Public Safety Team notification.

--Type 1 Examples: Major explosion or fire, Active Shooter, Severe Weather (tornado, flood, etc)

Type 2 Incident: Potential affect to large population and require additional resources; would be of interest to media

--Type 2 Examples: Ongoing Sexual Assault Threat, Fire w/extensive damage, HazMat that closes buildings or cancels classes

Type 3 Incident: Routine patrol incident

--Type 3 Examples: Minor accident, Misdemeanor Theft, minor HazMat absent building closure or traffic pattern alteration, fire alarm with evacuation.

325.4.3 STAFF NOTIFICATION

In the event of a Type 1 or 2 Incident, the Chain of Command shall be notified.

Colorado State University Police Department

Policy Manual

Major Incident Notification and Tour of Duty Reports

325.4.4 DETECTIVE NOTIFICATION

If the incident requires that an officer or investigator respond from home, the immediate supervisor of the appropriate detail shall be contacted.

325.4.5 MEDIA RELATIONS (PIO)

After members of the Command Staff have been notified, the Media Relations representative shall be contacted if it appears the media may have a significant interest in the incident. This is usually handled by the Chief of Police or designee.