

UNIT ORDER #67 - UNIT NOTIFICATIONS

PURPOSE OF THIS DIRECTIVE:

The On-Call Internal Affairs Bureau (IAB) Lieutenant has the responsibility of receiving verbal notifications from Department Watch Commanders, for use-of-force situations meeting the specified criteria, as directed under the Use-of-Force Policy, Manual of Policy and Procedures, 03-10/110.00. The On-Call Lieutenant shall discern whether the response of an IAB Force/Shooting Response Team is appropriate and notify the appropriate Department personnel of the IAB Force/Shooting Team response.

PROCEDURES:

Upon activating an IAB Force/Shooting Response Team, the On-Call Lieutenant shall immediately send an email to the IAB Mandatory Notification email group, Professional Standards Division (PSD) Chief and Division Commanders, stating the nature of the response, the name of the involved unit, and the names of the IAB personnel responding.

In all situations where the IAB Force/Shooting Team is activated, i.e., deputy-involved-shootings (hit and non-hit), inmate deaths (including suicides), and use-of-force incidents meeting the response criteria, the On-Call Lieutenant will immediately notify the on-call representative from the Office of Inspector General and the on-call Constitutional Policing Advisor, who will make an independent determination as to whether they will respond.

In cases where deputy-involved-shootings occur, send an email to the IAB LT group, the PSD Chief, and the PSD Commanders, indicating whether the employee has been involved in prior shootings as soon as possible.

When notified a Department employee has been arrested, an email shall be sent to the IAB LT email group, the PSD Chief, and the PSD Commanders, describing the circumstances. Instruct the concerned unit of the arrested employee to complete the Mandatory Notification form and email it to the IAB Mandatory Notification group.

In the case of deputy-involved-hit-shootings, Homicide Bureau will author and distribute the Chief's Memorandum. In the case of use-of-force roll-outs, non-hit shootings, and inmate deaths, a Chief's Memorandum shall be submitted to the IAB Chief's Memorandum email group, no later than 24 hours after the incident. If the incident occurs on the weekend, the memorandum is required by 0800 hours the following Monday.