

Introduced by: Council Present

AN ORDINANCE FOR THE BERKELEY POLICE DEPARTMENT GENERAL ORDER #16 “NOTIFICATION PROCEDURES” POLICY; AND PROVIDING FOR THE REPEAL OF EXISTING GENERAL ORDER #2016-16 “EMERGENCY NOTIFICATION” POLICY

WHEREAS, The City of Berkeley hereby finds and declares this ordinance is necessary, appropriate, and in the best interest of the City of Berkeley, Missouri, in accordance to the CALEA standards.

Now, Therefore, Be it ordained by the City Council of the City of Berkeley, Missouri, as follows:

Section 1 The City of Berkeley, Missouri, Council hereby adopts the attached General Order #16 Notification Procedures Policy, in compliance the CALEA standards; and such shall repeal and replace existing General Order 2016-16 Emergency Notification Policy.

Section 2 The attached agreement is hereby incorporated herein and made a part of this ordinance, as if fully set out herein.

Section 3 This Ordinance shall be in full force and effect from and after its passage.

1st Reading this _____ day of _____ 2017

2nd Reading this _____ day of _____ 2017

3rd Reading, PASSED and APPROVED, this _____ day of _____ 2017

Theodore Hoskins, Mayor


ATTEST:

Deanna L. Jones, City Clerk

Approved As To Form:
Donnell Smith, City Attorney

Final Roll Call:

Mayor Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Kirkland	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mathison	Aye ___	Nay ___	Absent ___	Abstain ___
Councilman-at-Large McDaniel	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mitchell	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Williams	Aye ___	Nay ___	Absent ___	Abstain ___

	BERKELEY POLICE DEPARTMENT GENERAL ORDER	GENERAL ORDERS: 16
NOTIFICATION PROCEDURES		
ISSUE DATE: 4/14/16	EFFECTIVE DATE: 9/18/2017	DISTRIBUTION: ALL PERSONNEL
AMENDED: 9/18/2017		RESCINDS: ALL PREVIOUS VERSIONS
ACCREDITATION STANDARDS: CALEA 11.3.3, 41.2.4, 54.1.3		NUMBER OF PAGES: 6

PURPOSE:

The purpose of this General Order is to define the responsibilities of personnel and supervisory personnel regarding actions and notifications to be taken during emergency situations or when noteworthy actions dictate that the Chief of Police, other staff officers, or outside agencies be notified.

POLICY:

Berkeley Police Department shall make proper notification of all emergencies to designated personnel and all necessary agencies or agency.

DEFINITIONS:

Notification - The act of giving essential official information to authorized personnel.

Emergency and Essential Outside Agency Notifications - The act of giving essential official information to authorized outside agencies.

Communications - Police Department Dispatching Center.

GENERAL:

It is imperative that proper notification be made in reference to any relative incidents occurring in the City of Berkeley, Missouri. Anytime an on-duty Supervisor or another member of the Department needs to be notified of an incident, the Supervisor should make the notification. It is imperative that the Chief of Police and Commanders are aware of incidents occurring within and surrounding the City of Berkeley, Missouri.

PROCEDURES:

EMERGENCY NOTIFICATIONS

Whenever an emergency or incident occurs, the responding Officer will contact the on-duty Supervisor. The on-duty Supervisor will then notify the Patrol Commander. The Patrol Commander will determine if additional notifications are required, if so, the Patrol Commander can assign other Department personnel or contact the dispatch to make appropriate notifications.

The person making the notification shall make note of the time and advise the Patrol Commanders when notifications can be made. The Commanders will be responsible for ensuring that the Chief of Police is notified [CALEA 11.3.3]. In the event that the Commanders are not available, the on-duty Supervisor will notify the Chief of Police

NOTIFICATION PROCESS

A. To Notify Personnel On Duty

1. Notify communications to attempt to contact via radio, attempt to contact by calling the individual's phone extension, if no contact, attempt to contact by mobile phone.

B. To Notify Personnel Off-Duty

1. Call the individual's residence, if no contact is made at residence; try to contact mobile phone, if available. If no contact is made, recall individual's residence if no contact is made upon recall then makes physical notification.

INCIDENTS REQUIRING NOTIFICATION

- A. Callout for Code 1000 (Emergency Situation), MRT (Mobile Response Team), Major Case Squad, Accident Reconstruction
- B. Search Warrant / Raid by any agency in our venue
- C. Disaster
- D. Haz-Mat Incident (Hazardous Material)
- E. Homicide / Suspicious Death
- F. Serious / Fatal Traffic Accident
- G. Any accident or injury involving on-duty department personnel
- H. Any accident or injury involving on-duty city employees or city vehicles
- I. Extended road closures and/or power outages
- J. Incidents involving city officials
- K. Suicide / Suspicious Death
- L. Significant felonies / crimes
- M. Missing person/ involving suspicious circumstances
- N. Missing / Runaway Juvenile/ involving suspicious circumstances (Amber/Sara Alert)
- O. Barricaded Subject
- P. Major News Item / Significant Event

- Q. Serious Citizen Complaint
- R. Officer Weapons Discharge (Other than training incident/qualification)
- S. Vehicular Pursuits/ resulting in a motor vehicle accident
- T. Accidental Deaths / Serious Injury where officers are involved.
- U. Off-Duty Incidents Involving Department Personnel
- V. Significant Public Safety Building Issues or Equipment Problems.

EMERGENCY AND ESSENTIAL OUTSIDE AGENCY NOTIFICATIONS

- A. The Berkeley Police Department will accept and deliver emergency messages and notifications when and where required under the following conditions:
 - 1. The message involves death, serious injury, missing person, welfare concern of person receiving the message or other, or other legitimate law enforcement purpose.
 - 2. When an incident occurs within the geographical boundaries of Berkeley and notification requires contact with someone within or outside of our jurisdiction.
 - 3. When another agency requests that our department make an emergency notification within our jurisdiction, officers will make notification to another party **only after** the department has made contact with the requesting agency for verification of the request and clarification of the details of the message, **and** the information has been reviewed by a supervisor.

FIRE DEPARTMENT / MEDICAL PERSONNEL NOTIFICATIONS

- A. Upon arrival at the scene of an incident in which injuries, fire hazards, or other hazardous conditions exist which will require the fire department and/or emergency medical service personnel, the responding officer will immediately advise communications to contact the appropriate agency and provide the following:
 - 1. Location
 - 2. Type of hazard / incident
 - 3. Type of injuries, if applicable
 - 4. Extent of fire and/or hazard, if applicable
 - 5. Any other pertinent information which will aid in the Fire/EMS response
 - 6. Communications will in turn immediately dispatch Berkeley Fire Department and/or EMS, or other available fire and medical unit as available.
 - 7. If a police report is generated, the reporting officer will document the names of those fire and medical personnel who responded.

STREET/HIGHWAY DEPARTMENT AND/OR PUBLIC UTILITY NOTIFICATIONS

- A. Officers who encounter potential or actual hazards on the roadway or those that require notification of a public utility will notify communications and provide the following information:
1. Location
 2. Type of hazard/ incident
 3. Type of injuries, if applicable
 4. Nature of response required; and
 5. The agency or company that has jurisdiction, if known
 6. Communications will in turn notify the proper street and/or highway department and provide an estimate time of arrival to the reporting officer(s).

TACTICAL UNIT NOTIFICATIONS

1. If tactical units or hostage negotiators are required, the on-duty Supervisor will make the appropriate department notifications and obtain authorization from the Chief of Police or his designee to request their response.
2. If authorized by the Chief of Police or his designee, Communications will contact the appropriate agency and provide all pertinent information regarding the circumstances.
3. Communications will then provide the requesting officer with an estimated time of arrival of the tactical unit or hostage negotiator.

MEDICAL EXAMINER NOTIFICATIONS

1. When the need arises to contact the St. Louis County Medical Examiner's Office, officers will obtain authorization from the on-duty Supervisor. The officer will then contact the Medical Examiner and explain the circumstances on the incident.
 - a. The Medical Examiner will ask a series of questions regarding the deceased and make a determination as to action to be taken (e.g., body to remain undisturbed pending further investigation; body to be retrieved by Medical Examiner for further investigation; body to be released; etc.).
 - b. Officers will follow the direction of the Medical Examiner.
2. If officers are unable to contact the Medical Examiner's office, they will contact Communications, who will in turn contact the Medical Examiner's office and relay all pertinent information.
3. Contact with the Medical Examiner will be documented in the police report, if applicable.

MEDIA ACCESS [CALEA 54.1.3]

A. News Media Credentials: The Berkeley Police Department neither issues nor revokes media credentials. The Berkeley Police Department recognizes valid identification from all news agencies. Due to the public purpose served by these agencies, media privileges are extended to properly identified representatives; however, news media privileges will not be extended to unaffiliated (free-lance) writers, photographers, or other members of the public.

If a police officer feels an individual should no longer be granted press privileges due to the conduct of the news media representative, the police officer should make a full written report to the Chief of Police through the chain of command. The Chief of Police will determine whether contact with the media organization is appropriate.

B. Special or Undercover Operations: On occasion the media will arrive on scene during a special operation at a time that information should not be released. The supervisor in charge should request the reporter not to air the operation or incident at this time. The media will be allowed to video segments of the operation for future newscasts, however, if the operation involves undercover officers the supervisor should advise the reporter that undercover officers should not be videoed.

C. Scenes of Major Fires, Natural Disasters, or Other Catastrophic Events: Media access to fire scenes and the release of information concerning the operation shall be controlled by the fire official in charge. Police officers at the scene shall confer with the fire official in charge and assist in establishing an observation point from which media personnel may observe and photograph proceedings.

D. Media access and the release of information concerning other incidents at which police are serving in an assisting role (e.g., hazardous material spills) will be the responsibility of the official in charge at the scene.

E. Crime scenes should be determined and clearly marked with crime scene tape. Police Department personnel are to extend every courtesy to news media representatives who are actively covering an incident. However, unless specifically authorized by the Chief of Police or ranking scene supervisor, and with appropriate escort, media representatives shall not be allowed inside an established crime scene. Access to crime scenes after those scenes have been released from police control is at the discretion of the owner of the scene and media representatives.

F. If circumstances necessitate, the Public Information Officer or designated police spokesperson may establish a designated media area or areas near an established scene. Such areas should sufficiently provide for media equipment without interfering with law enforcement operations.

DEVELOPED BY: PO Arthur R. Williams	DATE: March 29, 2016
REVIEWED BY: Chief Frank McCall Jr	DATE: April 20, 2016
APPROVED BY: Public Safety Committee	DATE: April 28, 2016
APPROVED BY: Berkeley City Council	DATE: May 16, 2016

	A - Always Notify / Immediately	D - Notify if on Duty	X - Do Not Need to Notify
Chief of Police	A	A	A
Patrol Commander	A	A	A
Detective Commander	A	A	A
Detective Sergeant	A	A	A
Code Enforcement Officer	A	A	A
All Department Officers--on or-off Duty	A	A	A
	A	D	X
	A	A	D
	A	A	D
	A	A	D
	A	A	D
	A	A	D
	A	A	D
	A	A	D
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	A	D	D
	A	A	A
	A	D	D
	A	A	X
	A	X	X
	A	X	X
	A	X	X
	A	X	X
	A	X	X
	A	X	X
	A	X	X

BILL NO.: 4449

ORDINANCE NO.: 4293

Introduced by: Council Present

AN ORDINANCE FOR THE BERKELEY POLICE DEPARTMENT GENERAL ORDER MANUAL #2016-16 "EMERGENCY NOTIFICATIONS" POLICY

WHEREAS, The City of Berkeley hereby finds and declares this ordinance is necessary, appropriate, and in the best interest of the City of Berkeley, Missouri, in accordance to the CALEA standards.

Now, Therefore, Be it Ordained by the City Council of the City of Berkeley, Missouri, as follows:

Section 1 The City of Berkeley, Missouri, Council hereby adopts the attached Emergency Notifications Procedures Policy in compliance with CALEA standards.

Section 2 This Ordinance shall be in full force and effect from and after its passage.

1st Reading this 02nd day of May 2016

2nd Reading this 16th day of May 2016

3rd Reading, PASSED and APPROVED, this 16th day of May 2016



Theodore Hoskins, Mayor

ATTEST:



Deanna L. Jones, City Clerk



Approved As To Form:
Donnell Smith, City Attorney

Final Roll Call:

Mayor Hoskins	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilwoman Hoskins	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilwoman Kirkland	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
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Councilwoman Mitchell	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilwoman Williams	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>

BERKELEY POLICE DEPARTMENT GENERAL ORDER

TITLE: Emergency Notifications TOPIC: Policies Procedures on Emergency Notifications		GENERAL ORDERS: 2016-16
ISSUE DATE:	EFFECTIVE DATE:	DISTRIBUTION: ALL PERSONNEL
CANCELLED PUBLICATIONS: All previous issues of General Order 2016-16		NUMBER OF PAGES: 4
INDEX: Emergency Notifications Notification Process Incidents Requiring Notification Emergency and Essential Outside Agency Notifications Fire Department / Medical Personnel Notifications Street/Highway Department and/or Public Utility Notifications Tactical Unit Notifications Medical Examiner Notifications		

Purpose:

The purpose of this General Order is to define the responsibilities of personnel and supervisory personnel regarding actions and notifications to be taken during emergency situations or when noteworthy actions dictate that the Chief of Police, other staff officers, or outside agencies be notified.

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Procedures:

Emergency Notifications

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Notification Process

- A. To Notify Personnel On Duty
 - 1. Notify communications to attempt to contact via radio, attempt to contact by calling the individual's phone extension, if no contact, attempt to contact by mobile phone.
- B. To Notify Personnel Off-Duty
 - 1. Call the individual's residence, if no contact is made at residence; try to contact mobile phone, if available. If no contact is made, recall individual's residence if no contact is made upon recall then make physical notification.

Incidents Requiring Notification

- A. Callout for Code 1000 (Emergency Situation), MRT (Mobile Response Team), Major Case Squad, Accident Reconstruction
- B. Search Warrant / Raid by any agency in our venue
- C. Disaster
- D. Haz-Mat Incident (Hazardous Material)
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2. When an incident occurs within the geographical boundaries of Berkeley and notification requires contact with someone within or outside of our jurisdiction.
3. When another agency requests that our department make an emergency notification within our jurisdiction, officers will make notification to another party **only after** the department has made contact with the requesting agency for verification of the request and clarification of the details of the message, **and** the information has been reviewed by a supervisor.

Fire Department / Medical Personnel Notifications

- A. Upon arrival at the scene of an incident in which injuries, fire hazards, or other hazardous conditions exist which will require the fire department and/or emergency medical service personnel, the responding officer will immediately advise communications to contact the appropriate agency and provide the following:
 1. Location
 2. Type of hazard / incident
 3. Type of injuries, if applicable
 4. Extent of fire and/or hazard, if applicable
 5. Any other pertinent information which will aid in the Fire/EMS response
 6. Communications will in turn immediately dispatch Berkeley Fire Department and/or EMS, or other available fire and medical unit as available.
 7. If a police report is generated, the reporting officer will document the names of those fire and medical personnel who responded.

Street/Highway Department and/or Public Utility Notifications

- A. Officers who encounter potential or actual hazards on the roadway or those that require notification of a public utility will notify communications and provide the following information:
 1. Location
 2. Type of hazard/ incident
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 5. The agency or company that has jurisdiction, if known
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Tactical Unit Notifications

1. If tactical units or hostage negotiators are required, the on-duty Supervisor will make the appropriate department notifications and obtain authorization from the Chief of Police or his designee to request their response.
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1. When the need arises to contact the St. Louis County Medical Examiner's Office, officers will obtain authorization from the on-duty Supervisor. The officer will then contact the Medical Examiner and explain the circumstances on the incident.
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2. If officers are unable to contact the Medical Examiner's office, they will contact Communications, who will in turn contact the Medical Examiner's office and relay all pertinent information.
3. Contact with the Medical Examiner will be documented in the police report, if applicable.

REFERENCE:
CALEA 11.4.5 Emergency Notifications
CALEA 81.2.1 Communications

DEVELOPED BY: PO Arthur R. Williams	DATE: March 29, 2016
REVIEWED BY: Chief Frank McCall Jr	DATE: April 20, 2016
APPROVED BY: Public Safety Committee	DATE: April 28, 2016
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