

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Policies		P&P-B-146
Notification Process in Emergency Situations		
Effective Date: 01-14-13 Supercedes: 01-03-12	Approval: Sheriff	Number of Pages: 2
References: INV-B-422, PAT-J-209	Reevaluation Date: Annually or as needed	Standards: 41.2.4

I. PURPOSE

To establish a procedure for the notification of outside resources to assist in all areas of law enforcement activities or emergency situations.

II. PROCEDURE

A. Supervisory Notifications

1. Upon responding to an emergency requiring additional resources beyond the deputy's capabilities, the deputy shall notify the shift supervisor.
2. The Patrol supervisor will be notified of all major incidents that may require the supervisor's presence for the purpose of assuming command at the scene, see Dispatch SOP COM-C-508 *Patrol Supervisor Notifications*.
3. All notifications of Emergency Medical Services or Fire Departments shall be handled through Dispatch.

B. Coroner Notification

- The Coroner's Office shall be notified of all deaths that are investigated by the Sheriff's Office. Once the supervisor has gotten to the scene, dispatch will be instructed to send out the Death Notify page. See P&P-B-144 *Death Investigations and the Coroner's Office* and COM-C-523 *Paging Procedures*.

C. School District Notifications – Public and Private

1. Unless there is an overriding investigative need to maintain confidentiality, the Douglas County School District (DCSD) shall be notified, in a timely manner, any time we investigate the death of a juvenile who may also be a student. **Notifications should generally be made by calling the 24-hour DCSD Security Dispatch Center at 303-387-9999.**
2. DCSD Security Dispatch can also validate which school a juvenile is a student and they can provide student and parent information in most situations.
3. When making a school district notification in cases involving a death, the lead investigator shall first coordinate any specific information-release limitations with the SRO Sergeant (or PIO in SRO Sergeant absence), and then contact DCSD Security Dispatch to coordinate what information is proper for them to release to the DCSD Crisis Team, students, parents, and staff. The lead investigator will only ask the school district to limit any information they release in cases where there is a legitimate investigative need.
4. This notification process should also be applied when investigating cases involving students, school staff, school property, or any school activity in other

situations where there is a public safety concern involving a juvenile(s) who may also be students, per Investigation SOP INV-B-422 and Patrol SOP PAT-J-209.

5. In cases where there is a public-safety nexus to a private school student, building, staff, or activity, the lead investigator should coordinate notifications with the SRO Sergeant, PIO, or watch commander. Dispatch has contact information for most private schools.

D. Public Utilities

1. When deputies are made aware of public utility problems, they shall notify dispatch who shall notify the proper utility service for corrective action.
2. Public utility problems may include but are not limited to; water main leaks, downed power lines or poles, power outages, natural gas leaks, floods or other natural situations that may affect public utilities.
3. If public utilities situations are, or have the potential to pose an immediate threat to public safety, the deputy shall; ensure that the shift supervisor is informed of the situation as soon as possible and take whatever action necessary to protect the life and health of the citizens.

E. News Media

1. The Public Information Officer shall be notified regarding any incident likely to generate media attention, whether is be criminal or non-criminal events.
2. The shift supervisor will direct dispatch to notify the Public Information Officer.

F. Road and Bridge

1. Whenever deputies become aware of problems that affect the public roadways of the County, they will have dispatch notify the appropriate county personnel.
2. Such problems may include but are not limited to; snow and ice build up on the roadways, malfunctioning traffic control devices, debris in the roadways, roadway deterioration that may affect safe travel.

G. Mutual Aid

- If it becomes necessary to request assistance from outside resources such as other agencies or the National Guard, refer to P&P-A-108 *Agency Jurisdiction/Mutual Aid*.

H. Other Emergency Notifications

1. If Search and Rescue is needed, the deputy will notify dispatch. Dispatch will then send out a page to the appropriate on-call personnel.
2. If the Office of Emergency Management (OEM) is needed, the deputy will notify dispatch. Dispatch will then notify the appropriate OEM personnel