

ADMINISTRATIVE NOTIFICATION

STANDARD NO(S):

DATE:

July 8, 2009

REFER TO:

Jack S. Stenberg

I. OBJECTIVE: To ensure that members of SCSO Administration are notified of any event that warrants SCSO Administrative attention.

II. POLICY: It is the policy of the SCSO that certain members of the SCSO Administration are notified when events, situations or occurrences warrant their immediate notification and attention.

III. DETAILS:

- A.** Upon being advised of any of the following situations, events or unusual occurrences, the Shift Supervisor or if none, the most senior road Deputy on scene, CID Investigator or Corrections Sergeant will be responsible for notifying the component Commander (ie: Road Patrol/Road Patrol Lieutenant; CID/CID Lieutenant, Corrections/Corrections Lt. O.I.C) of the following events:
1. Death or injury to any member or employee of the SCSO, or any unexpected death of the member or employee's immediate family.
 2. Major crimes or any crime in which serious physical injury is inflicted to any person located in Seneca County outside of the Correctional Facility
 3. Major crimes or any crime in which serious physical injury is inflicted to any inmate or visitor at the Seneca County Correctional Facility.
 4. Any suspicious death being investigated by the SCSO regardless of the nature
 5. Major mutual aid fires
 6. Serious or unusual incidents, including fires within the Correctional Facility
 7. Serious personal injury incidents or accidents
 8. Accidents involving any SCSO vehicles or boat.

9. Any incident which will result in high public interest
10. Any incident involving a law enforcement response by SCSO or any other law enforcement agency involving any member or employee who is either on or off duty.
11. All fatal motor vehicle accidents or incidents.
12. All boat or watercraft accidents or incidents.
13. Any incident being handled by another agency or serious nature or consequence to either SCSO or Seneca County.
14. Any incident in which any person is injured and requires emergency medical treatment and such injury resulted from or was related to any action taken by any member.
15. Any escape or attempted escape from the Correctional Facility, or from the personal custody of any member.

B. The Law Enforcement Division Lieutenant will notify the Chief Deputy, Undersheriff and Sheriff immediately upon learning of any of the above events.

The Corrections Division Lieutenant will notify the Undersheriff and Sheriff immediately upon learning of any of the above events.

C. As soon as practical, the Seneca County District Attorney will be advised by the highest ranking command officer on the scene of the accident, incident or event described in section(s): 1-4, and 11, and all death investigations and at any other time that either the Sheriff, Undersheriff or Chief Deputy warrants such notification be made.

D. Any activity that occurs in the Correctional Facility which would require the filing of a Reportable Incident to be reported to the New York State Commission of Corrections, such report will be filed in accordance with those guidelines.

E. Every member and employee is required to contact their Division Supervisor whenever they are the subject of, or a party to, any law enforcement inquiry, action or investigation.