

University of Chicago Police Department

GENERAL ORDER

		Effective Date: September 22, 2015	Number: GO 511
Subject: Notification Procedures			
References: CALEA Standard: 11.4.5			
Reevaluation Date: Annually			No. Pages: 6
Amends: 27 AUG 2015 Version		(O.P.D.) 31 JAN 2011	Rescinds:
Approved By: Fountain L. Walker, Chief of Police		Signature: Original signed document on file in Accreditation Office	

511.1 PURPOSE

The purpose of this order is to establish guidelines for notifying UCPD and/or University Administrators in regards to serious/sensitive incidents and minor incidents.

511.2 DEFINITIONS

Serious/Sensitive Incident – incident likely to have or lead to grave, long lasting or important consequences for the University community. Included, would be incidents that might attract or have attracted the attention of the media, incidents where there may be a question as to the Department’s liability and incidents which may result in heightened community interest.

Minor Incident – routine shift incident including but not limited to reports of crime, employee related incidents, arrests, and miscellaneous incident reports.

511.3 NOTIFICATIONS TO ADMINISTRATORS

A. Serious/Sensitive Incidents

1. It is the responsibility of the on-duty Captain or Shift Supervisor or their designee to provide a timely notification to certain Command Personnel whenever a serious/sensitive incident occurs. Upon being notified by patrol personnel, the Captain or Shift Supervisor will provide email notification within a reasonable amount of time, including the information listed in section C (511.3), to:

- a. Chief of Police

- b. Executive Director for Campus Safety
 - c. Bureau Deputy Chiefs
 - d. Bureau Commanders
 - e. Director of UCM Public Safety (if incident occurs on UCM property)
 - f. Patrol Captains and Shift Supervisors
 - g. Crime Analyst
2. In addition to email notifications, it is the responsibility of the on-duty Captain or Shift Supervisor or their designee to provide a timely phone notification to the Chief of Police, of any violent felony or class A misdemeanor which is reported to UCPD, or to which UCPD is called, dispatched, or responds:
- a. Anywhere in the UCPD Extended Patrol Jurisdiction
 - b. On or contiguous to University owned property outside of the Extended Patrol Jurisdiction

If multiple attempts to make phone notification are not successful, the phone notification will be made to the Deputy Chief of Field Services.

3. Serious/Sensitive incidents can include but are not limited to the following:
- a. Unexpected protests, rallies, or gatherings,
 - b. Active incidents involving multi-agency coordination (e.g., fire, flood, bomb threats, etc.),
 - c. Death of a student, faculty, or staff member,
 - d. Any incident that requires assistance from the University of Chicago Environmental Health and Safety Department.

B. Minor Incidents

1. The Captain, Shift Supervisor or their designee will document minor incidents on the End of Watch Report (Form UCPD 02.001).
 2. Minor incidents can include but are not limited to the following:
 - a. Routine TVB or Warrant Arrests
 - b. Reports of minor property crimes including criminal damage to property and thefts
 - c. Campus or Community information reports
 - d. Non UCPD-involved traffic crash reports
 - e. Incidents occurring on non-University of Chicago Property involving non-affiliated members.
 3. The Captain or Shift Supervisor will email the End of Watch Report to:
 - a. Chief of Police
 - b. Bureau Deputy Chief(s)
 - c. Bureau Commanders
 - d. All Captains and Shift Supervisors
 - e. Crime Analyst
- C. After the Captain or Shift Supervisor has the preliminary details from patrol personnel regarding a serious/sensitive incident, the Captain or Shift Supervisor will include the following in the preliminary notification:
1. Type of Incident,
 2. Location of Incident,
 3. Name, address, and contact information for victim of incident (if available),
 4. University affiliation of victim (if available and applicable),

5. Any known suspects to the case (if available at the time); and
 6. Brief summary of incident.
- D. After receiving all pertinent information from officers regarding a serious/sensitive incident, the Captain or Shift Supervisor or their designee will send out a final notification through email, as soon as reasonably possible. The serious/sensitive incident final notification will include, when applicable, the following:
1. Type of Incident,
 2. Location and Time of Incident,
 3. Name, address, and contact information for victim of incident,
 4. University affiliation of victim (when applicable),
 5. Any known suspects to the case,
 6. UCPD incident number and CPD incident number when applicable,
 7. Brief summary of incident; and
 8. Time of notification to and name of Dean-on-Call notified.
- E. It will be the responsibility of the officer(s) on scene to provide information in a timely manner as well as updates to ECC and the Captain or district Shift Supervisor.

511.4 NOTIFICATIONS TO DEAN-ON-CALL

- A. The Dean-On-Call is responsible for ensuring that all University resources are available to and working for the student. The Dean-on-Call intervenes to de-escalate a situation between a student and others of the campus or city communities, then determines, and coordinates the University's response to insure that all involved receive due consideration and fair treatment. Refer to 511.6 for further.
- B. When a UCPD officer comes into contact with a student due to a serious/sensitive or minor incident, it shall be the responsibility of the Shift Supervisor or their designee to make timely phone notification to the Dean-On-Call. Incidents where the Dean-on-Call shall be notified include but are not limited to:

1. A student has been the victim of a violent crime, (robbery, battery, assault, etc),
 2. There are significant concerns about a student's health or well-being, such as a serious accident, a fire, or a student has not been seen for some time,
 3. A student is engaged in disruptive or dangerous activities, such as loud music, climbing on roofs, or intoxication,
 4. A student is detained or arrested by police; and
 5. Any incident occurring in a University of Chicago residence hall regardless of whether the incident involves an affiliated student or not.
- C. When an officer comes into contact with a student/victim due to a sexual assault related crime, it shall be the responsibility of the Shift Supervisor or their designee to make a timely phone notification to the Sexual Assault Dean-On-Call. Incidents where the Sexual Assault Dean-on-Call shall be notified include but are not limited to:
1. A student reports a sexual assault,
 2. A student arrives at the UCM ER and asks for the Sexual Assault Dean-on-Call,
 3. A student victim requests to speak with the Sexual Assault Dean-on-Call.
- D. When notifying the Dean-on-Call and/or Sexual Assault Dean-on-Call, the Shift Supervisor or their designee will provide the following:
1. Location and Time of Incident,
 2. Name, address, and telephone number of the student(s) involved,
 3. Academic area of the student involved – College, Division, or Prof. School,
 4. Age and year in school of the student(s) involved,
 5. Current location of the student(s) involved,
 6. Names of anyone currently with the student (roommate, Resident Head, relative),
 7. Disposition of student (e.g. taken back to apt. or resident hall, ER, or CPD).

- E. The Dean-on-Call, and/or Sexual Assault Dean-on-Call, may be transported home after a call-out under extenuating circumstances, with the approval of a Deputy Chief or above.

511.5 MATRIX GUIDELINES FOR PAGING THE DEAN ON CALL

The Dean on Call should be contacted immediately:

Medical and Mental Health	Procedure
Student Death	Page the Dean On Call (DoC). DoC to implement Student Death Protocol and make phone calls ASAP per protocol.
Emergency Dept Evaluation (student goes to Mitchell ER)	Page. DoC may ask that UCPD transport him/her to the ER.
EMS Assessments (student does not go to hospital) alcohol, drugs, injury, illness, or psychiatric issues	Page. The DoC may require UCPD transportation to the scene.
Hospital Admit (student admitted to hospital for any reason)	Page DoC. DoC may require UCPD transportation to the hospital if within UCPD boundaries.
Mental Health Concern, including odd/disruptive behavior, violent behavior, concern for student's well-being	Page DoC
Serious Injury/Illness	Page DoC
Student injured in an accident	Page DoC

Other instances requiring immediate DoC notification:	Procedure
Any time a student asks for the DoC	Page DoC
Arrested student	Page DoC
Assault/battery of student	Page DoC
Catastrophic event requiring complex campus resources, i.e. displaced student(s)	Page DoC
Detained student (UCPD or CPD)	Page DoC
Drug Possession	Page DoC
Excessive Noise Complaint	Page DoC
Faculty or staff requests DoC	Page DoC
Family member passes away	Page DoC
Hate Crime	Page. DoC. The DoC will notify the Bias Response Team for support.
International student loses ID	Page DoC.
Media Presence	Page DoC
Missing Student (well-being check)	Page DoC. The DoC will require UCPD transport to the site.
Sexual Assault or Harassment	Page Sexual Assault DoC
Student is a victim of a strong-arm robbery	Page DoC
Student loses all means of communication – cell, laptop.	Page DoC. DoC may ask to speak with student while officer is present to determine best way to stay in touch with student.
Student gatherings. All student protests, large gatherings, and student activities resulting in excessive noise and/or complaints.	Page DoC. If there is an organized protest, the Dean on Call will request transportation to the site. For lower level noise complaints, if the group immediately quiets down with initial warning, a delayed notification can be made to the DoC at the officer's discretion.

For a high profile/public incident that has the potential to adversely affect the community - for example to control rumors and misinformation, it is important to page the Dean on Call as soon as possible. Please contact the Dean on Call for all issues involving students residing in the House system. The DoC will notify the Resident Head per our protocol.

If none of the above criteria is met but the officer, based on interactions with student, believes the student's demeanor is concerning enough to make contact.

Property theft, for example, bicycle stolen while student is in class, unattended cell phone taken from public area, can be relayed to the Dean on Call during business hours and does not require immediate notification unless the student's demeanor warrants it, or if the student asks for the DoC to be contacted.