

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 170-A

REFERENCE STANDARDS: 41.2.4

SUBJECT: Administrative Staff Notifications

PURPOSE: The purpose of this Directive is to establish responsibility for the circumstances under which the Chief of Police, Deputy Chiefs, and the Patrol Lieutenant shall be notified regarding specific situations that occur within the Village of Hanover Park.

I. IMMEDIATE NOTIFICATION (41.2.4)

- A. The on-duty patrol supervisor will have the Patrol Lieutenant notified immediately if any of the following incidents or situations occurs. The Patrol Lieutenant, after his/her appraisal of the situation, shall ensure that all Deputy Chiefs are notified as well as the Chief of Police. Incidents requiring immediate notification are:
1. The death of an employee;
 2. A serious injury or illness to an employee;
 3. Apparent homicides, deaths that do not appear to be natural or an incident likely to result in human death;
 4. Events that indicate the need for departmental mobilization, (i.e. terrorist attacks, natural disasters, weather related incidents, etc.);
 5. Activation of the Emergency Outdoor Warning System and/or the activation of the Municipal Complex Emergency Notification System, except for drill or training purposes;
 6. Serious personnel issues requiring immediate intervention;
 7. Any act or event that could potentially cause embarrassment to the Department or its members; or

8. Other incidents, in the judgment of the on-duty supervisor, that are deemed necessary for the welfare and integrity of the organization. Incidents include, but are not limited to:
 - a. Employee involved shootings or accidental discharges;
 - b. Fires resulting in personal injury or substantial property loss;
 - c. Any occurrences of bona-fide discharge of a firearm;
 - d. Home invasions;
 - e. Kidnapping or child abduction cases;
 - f. Robbery cases;
 - g. Hit and Run motor vehicle accidents where the victim is seriously injured or killed;
 - h. Significant drug arrests/confiscations, (i.e. executed search warrants and Class X controlled substance violations).
 - i. Missing endangered juveniles, (not a runaway situation).
 - j. Notification from the Metropolitan Water Reclamation District of potential flooding and/or the activation of the Automated Flood Warning Notification System, (Rapid Reach).
 - k. Significant flooding that results in substantial property damage or roadways becoming impassable.
9. The above is not intended to be an all-inclusive list. If there is any doubt whether or not to make a notification, contact should be made with the respective supervisor of the bureau involved who will then make the determination if further notifications are warranted.

B. In the event a notification cannot be accomplished, the next higher authority is to be notified.

C. For any of the above incidents, an email with detailed information shall be sent to all Lieutenants, Deputy Chiefs and the Chief of Police. The following is a guide for the information to be included:

1. Incident /offense;
2. Location;
3. Time;
4. What happened: (i.e., main points, typical press release information);
5. Identification of the offender(s), whether or not they are in police custody and if there are any charges, whether or not they are injured and if so, were they hospitalized;

6. Identification of the victim(s), whether or not they are injured and if so, were they hospitalized;
7. In the event of a missing/endangered/abducted person, was the amber alert system activated, and/or red light camera requests made;
8. Is there video of the incident available;
9. Identification of the investigating officer and the on duty supervisor;
10. Who has been notified from the Investigation Bureau;
11. Who is oncoming shift OIC/Supervisor and have they been briefed on the incident;
12. Were any other agencies called or involved, and what resources have been utilized;
13. Were any elected officials contacted, and if so, who;
14. Describe any media interest;
15. A photo of offender and/or arrestee should be included, if available.

II. Task Force Callouts

A. The Hanover Park Police Department has personnel that are assigned collateral duties with the following task forces:

1. N.I.P.A.S. – E.S.T.
2. N.I.P.A.S. – Mobile Field Force
3. Major Case Assistance Team
4. DuPage County Major Crimes
5. DuPage County Arson Task Force

6. DuCART
7. N.I.P.A.S. – Car Plan
8. I.L.E.A.S. – Car Plan

B. In the event any Hanover Park Police Department personnel are called to participate with one of the task forces, the records clerk assigned to the radio room shall do the following:

1. Make notification to the on duty shift supervisor as soon as practical indicating that a task force callout request has been made. The notification will also include the name(s) of the Hanover Park Police personnel assigned to the task force callout along with a brief explanation of the nature of the callout.
 - a. Complete an electronic copy of the Hanover Park Police Department Callout Form, (Appendix A).
2. Email the callout form to the Chief of Police and to the police department command and supervisory staff including the intelligence officer.
3. Make a paper copy of the callout form and place the completed paper copy in the task force callout binder in the radio room