

Major Incident Notification

327.1 PURPOSE AND SCOPE

Best Practice NYSLEAP- 8.7 - 40.2

The purpose of this policy is to provide guidance to members of the Syracuse Police Department in determining when, how and to whom notification of major incidents should be made.

327.2 POLICY

Best Practice NYSLEAP- 8.7 - 40.2

The Syracuse Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

327.3 CRITERIA FOR NOTIFICATION

Discretionary MODIFIED NY_CALEA6.13 - 11.3.3 NYSLEAP- 8.7 - 40.2

Most situations where the media show a strong interest are also of interest to the Chief of Police, the affected Commanding Officer and the City. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Officer-involved shooting, whether on- or off-duty (see the Officer-Involved Shooting and Deaths Policy for special notification)
- Homicides, suspicious deaths or deaths related to law enforcement activity
- Crimes of unusual violence or circumstances that may include but are not limited to:
 - Incidents where SWAT, HNT, Bomb Squad are requested.
 - Any escapes from custody.
 - Use of force resulting in hospitalization of the subject.
 - Natural disaster.
 - Incidents involving persons with Diplomatic Immunity.
 - Civil Disorder (Riots/Protests).
 - Hostage situations.
 - Barricaded persons.
- Most serious cases of at-risk missing children or vulnerable missing adults (potential kidnapping, Amber Alerts) or otherwise life threatening situations
- In-custody deaths
- Aircraft, train, boat or other transportation accidents with major damage and/or injury or death
- Traffic accidents with fatalities or severe injuries

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- Death of a prominent Syracuse official
- Injury or death to a member of the Department, whether on- or off-duty
- Arrest of a member of the Department
- Arrest of a Syracuse employee
- Arrest of a prominent person which has the potential to cause media attention
- Equipment failures, utility failures and incidents that may affect staffing or pose a threat to basic police services
- Any other incident that has attracted or is likely to attract significant media attention

See procedure for: [ARREST OF CITY EMPLOYEE](#)

327.4 PATROL SERGEANT RESPONSIBILITIES

Agency Content

A Patrol Sergeant is responsible for making the appropriate notifications to the Patrol Lieutenant. The Patrol Sergeant shall make reasonable attempts to obtain as much information on the incident as possible before notification, and shall attempt to make the notifications as soon as practicable. In addition, the Patrol Sergeant will ensure that the proper 911 page is sent.

327.5 WATCH COMMANDER RESPONSIBILITIES

Discretionary MODIFIED NYSLEAP- 8.7 - 40.2

The Watch Commander is responsible for making the appropriate notifications to the District Captain and appropriate Duty Chief. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification, and shall attempt to make the notifications as soon as practicable.

327.5.1 COMMAND STAFF NOTIFICATION

Discretionary MODIFIED NYSLEAP- 8.7 - 40.2

In the event an incident occurs as identified in the Criteria for Notification section above, the Duty Chief shall be notified along with the affected District Commanding Officer.

327.5.2 TRAFFIC SECTION NOTIFICATION

Discretionary MODIFIED NYSLEAP- 8.7 - 40.2

The Department's Traffic Section shall be notified of crashes which:

- (a) Result in a fatality.
- (b) Cause serious physical injury.
- (c) Involve any City of Syracuse owned vehicle.
- (d) Involve any substantial liability issue in which the City of Syracuse may be named.

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Upon being notified the Commanding Officer of the Traffic Section will then contact the appropriate investigator and follow the procedures, for additional notifications, if applicable, detailed in the procedural link below.

See procedure for: [TRAFFIC NOTIFICATIONS](#)

327.5.3 PUBLIC INFORMATION OFFICER

Discretionary **NYSLEAP- 8.7 - 40.2**

After members of the command staff have been notified, the Public Information Officer shall be called if it appears the media may have a significant interest in the incident.