

WEST PALM BEACH POLICE DEPARTMENT

III-18 SUPERVISOR NOTIFICATION

EFFECTIVE: 01/01/2005

CALEA Standards: 81.2.5f

CFA Standards: 17.04

I. POLICY: This notification policy is to be used as a guide when incidents of a serious nature arise that requires the notification or presence of a supervisor to assume command. Officers will immediately notify a supervisor of any incident they deem to be of a serious nature. The supervisor will then decide if his or her presence is necessary based on the facts known at the time.

II. INCIDENTS REQUIRING SUPERVISOR NOTIFICATION:

- A. Incidents with injury to an officer(s).
- B. Death investigations involving natural causes.
- C. Any incident requiring the planning and deployment of three (3) or more officers.
- D. When more than two (2) prisoners must be transported in one (1) police car.
- E. When a subject ready for any type of transport has bodily fluids present on his or her person.
- F. When an officer becomes exposed to blood or other potentially infectious materials.
- G. When a police vehicle becomes contaminated with blood or other bodily fluids.
- H. When a prisoner in the prisoner processing/temporary holding facility is in need of medical treatment.
- I. When, while conducting a traffic stop, the driver informs the officer that he or she is a diplomatic officer or ambassador.
- J. When an officer or detective is unable to make notification to a decedent's next of kin.
- K. Anytime a patrol officer must leave the City limits.
- L. Upon initiation of a vehicle pursuit.
- M. All felony arrests
- N. Hate crimes.
- O. When a sexual battery has occurred.
 - 1. When a sexual battery victim requests an officer of a different gender before or during an interview.
- P. In any discretionary situation where a question arises involving a decision to arrest or not arrest.
- Q. When an officer is unsure whether a search warrant or written consent is necessary prior to entering a scene.
 - 1. When a search warrant has been obtained.
- R. When responding to a scene of domestic violence or other crime of violence and the officer is not permitted to see or speak to the victim, the officer will request that a dispatcher attempt to contact the victim by phone. If access is still refused, officers must consider the totality of circumstances to determine if any emergency exists which would justify an immediate entry of the premise to determine the welfare of the

occupants. The assistance of supervisory or command personnel should be requested as time and circumstances permit.

S. Prior to releasing an arrested person when, during the investigation of a crime, newly acquired evidence shows that probable cause no longer exists for the arrested person.

T. When it is determined that a parental or criminal abduction has occurred.

U. When conducting a missing person or runaway investigation, the officer learns that there are suspicious or unusual circumstances involved and/or foul play is suspected which may require immediate attention.

1. Upon completion of the written report, the officer will notify his or her supervisor. The supervisor will advise the officer to respond to Dispatch Operations with a copy of the police report and photo of the missing person or turn the report and photo over to the supervisor.

V. When extenuating circumstances become known that prevent an officer from filing a case with the Office of the State Attorney within ten (10) days.

W. When a vehicle impounded as evidence must be towed to a designated site or headquarters for processing and there are no Crime Scene Personnel on duty.

1. Anytime a vehicle must be placed onto the forth floor storage area of the Police Parking Facility and the member requesting the storage space does not have access to the area.

X. When a person who claims to have diplomatic immunity or other privileges is encountered, the officer will notify his or her supervisor who will contact the State Department to determine the person's status prior to an arrest being effected.

Y. Anytime an officer seeks to flex or adjust their assigned work schedule.

Z. Any occurrence which will require department overtime or an extension of the members duty shift.

A1. Any strip search performed by an officer per SOP # III-1.

1. Supervisors will complete a supplement report detailing the facts of the strip search conducted and why it was.

III. INCIDENTS REQUIRING A SUPERVISOR'S RESPONSE:

A. Officer(s) involved in a shooting, incidents of resisting arrest, battery on a police officer, and all use of force incidents.

B. Disasters (bombings/bomb threats, hazardous material related incidents, etc.).

C. Hostage or barricaded subject situations.

D. Prisoner escapes.

E. Whenever an officer discharges any firearm, on or off-duty, other than for training or recreational purposes. This includes accidental or unintentional discharges.

F. Arrest of police employees or public officials from this or other jurisdictions.

G. Any major crime (homicide, bank robbery, sexual battery, burglary or theft with a large loss of property, a large civil disturbance, etc.).

H. When, upon the issuance of a traffic citation, the violator refuses to sign the citation.

I. Misconduct of a West Palm Beach Police Officer(s).

J. Officer(s) involved in a traffic crash.

K. Motor vehicle pursuits.

L. Lost or missing children, suicide, or any other significant event or situation.

M. When the victim of a sexual battery is unwilling to cooperate with the investigation prior to the arrival of the investigator, a supervisor must respond and have the victim complete the "Waiver of Prosecution" form.

N. Upon notification by an investigating officer that a law enforcement officer is a suspect in an incident of domestic battery, sexual assault, or other crime of violence.

IV. REFERENCE:

- SOP # II-19 Infectious Diseases.
- SOP # III-1 Arrest Procedures.
- SOP # III-2 Arrestee Transportation.
- SOP # III-3 Prisoner Processing/Temporary Holding Facility.
- SOP # III-8 Missing Persons.
- SOP # III-9 Domestic Violence.
- SOP # III-13 Use of Force.
- SOP # III-15 Use of ASR/OC.
- SOP # III-25 Vehicle Pursuits.
- SOP # III-28 Impoundment of Vehicles.
- SOP # III-29 Traffic Warnings, Citations, and Arrests.
- SOP # IV-3 Sexual Battery Investigations.
- SOP # IV-7 Search Warrants.
- SOP # IV-13 Notification of Next of Kin.
- SOP # IV-19 Terrorism/Weapons of Mass Destruction Response.
- SOP # IV-22 Internal Affairs Function.

Delsa R. Bush, Chief of Police

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Job Title Task Files: Lieutenant, Sergeant, Officer