
**Section: THREE
Chapter: EIGHTEEN**

SUBJECT: Departmental Notifications
ISSUE DATE: 03-18-16
REFERENCE: NYS 58.3, 58.4, 40.2

I. PURPOSE

To establish guidelines for the proper and prompt notification and appropriate contact of superior officers.

II. POLICY

It is the policy of the Chief of Police to remain completely informed on all matters of public safety within the Village of Palmyra. The Chief, or appropriately designated supervisor in the absence of the Chief, shall remain available 24 hours a day via telephone or other electronic communication means to receive notification of matters of public safety. This allows the Chief or his designee to anticipate problems and cause and effect relationships, which bear on the public safety of the Village.

- A. All members of the Department are directed to assist the Chief in these goals through the timely and complete reporting of all major crimes and incidents of public concern that occur in the Palmyra area. Specifically, notification shall be made of any felony, any structure fire, any emergency incident, any unattended or suspicious death, any accident involving significant damage of property or serious physical injury, operations of other police agencies occurring inside the Village of Palmyra or other occurrences which raise public interest or concern.
- B. When notifying the designated superior officer of such incidents, members of the Department shall be prepared to give as complete and accurate information as is possible and available at the time of reporting and should be prepared to make suggestions regarding immediate actions that should be taken.

III. PROCEDURE

- A. It is the responsibility of the Officer-in-Charge of an incident to make any required notifications, either personally, or through an acceptable intermediary.
- B. Notifications should be made at the earliest possible point. If a response by the notified superior officer is not required, notification should be repeated as new information is obtained.
- C. Contact may be initiated in any manner necessary. If immediate notification is indicated, the Chief or his designee may be reached at any hour via home or cellular telephone.
- D. A supervisor may initiate a notification in any situation where he or she feels notification is appropriate, regardless of other factors.

- E. Supervisors are granted the authority to order a call-up of additional personnel in emergency situations. Whenever such call-up is made, the Chief or his designee shall be notified.

By order of:

David B. Smith
Chief of Police