I. PURPOSE

The purpose of this policy is to outline the circumstances warranting the notification of the Chief of Police, the Chief’s Staff, and the Command Staff, and the procedures for making notification.

II. POLICY

It is the policy of the Lexington Police Department that the Chief of Police, the Chief’s Staff, and the Command Staff will be promptly notified of significant events involving department employees, of incidents where there may be a question as to the department’s liability, or those which may result in heightened community interest.

III. DEFINITIONS

*Chief’s Staff*: The Chief’s Staff is comprised of the Chief of Police, the Assistant Chiefs, and the Chief’s Executive Officer.

*Command Staff*: The Command Staff is comprised of the Chief of Police, the Assistant Chiefs, the Commanders, and the Chief’s Executive Officer.

*Incident Notification*: Notification of the Chief’s Command Staff.

*Shift Patrol Duty Commander*: The lieutenant or sergeant who is responsible for the shift.

*Verbal and Text Message*:

* An automated notification that sends a recorded message, email, and/or text message to all cell phones listed in the automated notification system group.

* A direct notification, in verbal or text form, from a police supervisor.

IV. PROCEDURE

A. The Shift Patrol Duty Commander or designee is responsible to initiate incident notification when any of the situations described in section IV E below occur.

B. Under most circumstances, it is the responsibility of the Shift Patrol Duty Commander to initiate incident notification.
C. The Shift Patrol Duty Commander or designee will notify the appropriate Sector Commander where an incident has occurred or is occurring via text or verbal; however, during dynamic situations, they may contact E911 by radio and request initiation of the currently approved incident notification procedures.

D. When a member of the Command Staff receives an incident notification, only the immediate supervisor of the Shift Patrol Duty Commander sending the initial notification need acknowledge the communication. However, if the Shift Patrol Duty Commander does not receive acknowledgment in a reasonable time, they are directed to contact the next supervisor in their chain of command.

E. The following situations require incident notification:

1. A homicide or other crime that may result in a death.

2. The death of or a serious injury involving:
   a. A Lexington Police Department employee (on or off duty)
   b. An LFUCG employee (on duty)
   c. A prominent citizen, elected or appointed official, sports figure, celebrity, or any sworn individual
   d. Multiple decedents

3. A pursuit that results:
   a. In a death or otherwise causes a fatal collision
   b. In serious injury

4. An officer’s actions that have resulted:
   a. In a death of any individual
   b. In serious injury of any individual

5. Active shooter incidents.

6. Hostage and/or barricaded persons situations.

7. Large crowds (demonstrations or civil disturbances) involving the use of specialized equipment as part of crowd management and control.

8. Aircraft crashes

9. The loss of radio contact with or crash of an Air Support Unit aircraft.
10. Arrest of a prominent citizen, elected or appointed official, sports figure, celebrity, or any sworn individual.

11. Amber Alerts and Golden Alerts initiated in Fayette County.

12. Other significant or unusual event impacting a sizeable portion of the community (such as a disaster, evacuation, power outage, etc.).

13. An incident that is likely to result in significant media interest.