



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 314 – Command Notification

Office with Primary Responsibility:	COP	Effective Date:	December 21, 2016
		Prior Revision Date:	July 31, 2010
Office(s) with Secondary Responsibilities:	COB, CSB	Number of Pages:	3
Forms Referenced in Procedure:	None	Related Procedures:	None

.01 INTRODUCTION

This procedure provides for the notification of command level officers in the event of an unusual occurrence, a police incident, or the detention/arrest of a San Antonio police officer.

.02 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

Civil Disturbance	Command Personnel	Critical Incident
Manmade Disaster	Natural Disaster	Normal Business Hours
Officer Involved Shooting	Police Incident	Serious Bodily Injury
Detention or Custodial Arrest of a San Antonio Police Officer		Unusual Occurrence

.03 COMMAND NOTIFICATION OF UNUSUAL OCCURRENCE, CRITICAL INCIDENT, OR POLICE INCIDENT

- A. Any officer dispatched to or finding the scene of an unusual occurrence, critical incident, or police incident will immediately request a Supervisory officer to respond to the scene.
- B. The Supervisor-In-Charge of the scene of an unusual occurrence, critical incident, or police incident is responsible for the notification of the appropriate command personnel.
- C. In all unusual occurrences, critical incident, and police incidents, the highest ranking command officer notified of the event should hold the rank of Deputy Chief. In the absence of or due to the unavailability of a Deputy Chief, an Assistant Chief will be notified.
- D. Command Notification During Normal Business Hours:
 1. When the Supervisor-In-Charge of the scene is a Sergeant, he notifies the on-duty Lieutenant assigned to the patrol section.
 - a. In the absence of the Lieutenant assigned to the patrol section, he notifies the on-duty Captain assigned to the patrol section.
 - b. In the absence of the Captain assigned to the patrol section, he notifies an on-duty Lieutenant assigned to another patrol section.
 2. When the Supervisor-In-Charge of the scene is a Lieutenant or a Lieutenant responds to the scene at the request of a Sergeant, after assessing the situation, he notifies the on-duty Captain assigned to the patrol section.

Note: In the absence of the Captain assigned to the patrol section, he notifies an on-duty Captain assigned to another patrol section.

3. The Captain notified of the unusual occurrence or police incident responds to the scene, and after assessing the situation, notifies a Deputy Chief assigned to the Patrol Division.
4. A Deputy Chief assigned to the Patrol Division, notified of an unusual occurrence, critical incident, or police incident assesses the situation:



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 314 – Command Notification

- a. Responds to the scene, if necessary;
 - b. Directs the Communications Unit to notify Internal Affairs Unit personnel if the situation involves a complaint of serious allegations or misconduct;
 - c. Notifies other command personnel, if the incident is a police incident;
 - d. Notifies as soon as possible, the Office of the Chief; and
 - e. Prepares a report on the unusual occurrence or police incident for the Office of the Chief prior to the beginning of the next business day.
- E. Command Notification During Weekends, Holidays, and Between the Hours of 1630 and 0745:
1. When the Supervisor-In-Charge of the scene is a Sergeant, he notifies the on-duty Lieutenant assigned to the patrol section.

Note: In the absence of the Lieutenant assigned to the patrol section, he notifies another on-duty Lieutenant assigned to another patrol section.
 2. When the Supervisor-In-Charge of the scene is a Lieutenant or a Lieutenant responds to the scene at the request of a Sergeant, after assessing the situation, he requests the Communications Unit to notify the Night Commander (when available) or the Deputy Chief designated as the Duty Officer.
 3. The Evening/Night Commander or Deputy Chief (Duty Officer) notified of an unusual occurrence, critical incident, or police incident responds to the scene, if necessary, and after assessing the situation:
 - a. Directs the Communications Unit to notify Internal Affairs Unit personnel if the situation involves a complaint of serious allegations or misconduct;
 - b. Decides whether to notify other command personnel;
 - c. Decides whether to notify the Chief of Police; and
 - d. Prepares a report covering the event, which is forwarded to the Office of the Chief, prior to the beginning of the next business day.

.04 COMMAND NOTIFICATION IF AN OFFICER IS DETAINED OR ARRESTED

- A. If a San Antonio police officer is detained for questioning or arrested for any misdemeanor or felony offense the detaining or arresting officer shall request his immediate on-duty Supervisor to respond to the scene of the detention or custodial arrest.
1. If the immediate Supervisor is not available, the detaining or arresting officer shall request any Sergeant assigned to the patrol section where the detention or custodial arrest occurred to respond to the scene.
 2. In the absence of an on-duty Sergeant assigned to the patrol section, the officer shall request the on-duty Lieutenant assigned to the patrol section respond to the scene of the detention or custodial arrest.
 3. The supervisor who responds to the scene is responsible for entering a formal incident into *Blue Team* as soon as possible and prior to the end of shift. The incident shall be routed to the next immediate supervisor in the chain of command as well as the arrested/detained officer's Deputy Chief and the Deputy Chief's Admin Sgt if applicable.
- B. When the Supervisor-In-Charge of the scene is a Sergeant or a Sergeant responds to the scene at the request of an officer, after assessing the situation, he notifies the on-duty Lieutenant assigned to the patrol section.



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 314 – Command Notification

1. In the absence of the Lieutenant assigned to the patrol section, he notifies an on-duty Lieutenant assigned to another patrol section.
 2. The Sergeant ensures all necessary reports are written and routed through the chain of command utilizing *Blue Team*.
- C. The Lieutenant notified of any incident involving the detention or custodial arrest of a San Antonio police officer, after assessing the situation:
1. Notifies the Captain assigned to the patrol section, if during normal business hours, or
 2. Requests the Communications Unit to notify the Evening/Night Commander (when available) or the Deputy Chief designated as the Duty Officer, if the incident occurs on a weekend, holiday, or between the hours of 1630 and 0745.
- D. The Captain notified of any incident involving the detention or custodial arrest of a San Antonio police officer
1. Notifies the Deputy Chief of the Patrol Division where the arrest occurred during normal business hours, or
 2. Notifies the Deputy Chief designated as the Duty Officer, if the incident occurs on a weekend, holiday, or between the hours of 1630 and 0745, and
 3. Notifies the Deputy Chief assigned to the division where the officer involved is assigned.

.05 SUPERVISORY NOTIFICATION IF AN OFFICER IS INVOLVED IN A DISTURBANCE

- A. An officer responding to any disturbance call involving a San Antonio police officer:
1. Requests a Sergeant to respond to the scene, and
 2. Notes in his report the name and badge number of the Sergeant notified.
- B. The Sergeant notified to respond to the scene:
1. Documents the actions taken in a supplemental report, and
 2. Forwards copies of all reports through his chain of command utilizing *Blue Team* in accordance with Proc. 303.