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I. PURPOSE

This directive establishes guidelines for call-out procedures. For assistance in handling major/critical incidents, see the current version of Policy and Procedure 1308, Major Incidents Response Plans.

II. POLICY

It is the policy of the Orlando Police Department to call out detectives, crime scene investigators (CSI), special teams, and other employees of the Department for certain serious crimes and circumstances outside of normal duty hours.

III. DEFINITIONS

None

IV. PROCEDURES

1. CALL OUT RESPONSIBILITIES

1.1 RESPONSIBILITIES OF OFFICERS

Officers encountering a situation necessitating the call-out of a detective, CSI, special team, or other employees of the Department shall adhere to the following guidelines:

a. Officers shall only make telephone calls to on-call investigative personnel when authorized to do so by a patrol supervisor, acting patrol supervisor, or watch commander.
b. If officers have information for investigative personnel and it is after 2100 hours, the officer should only make the phone call if the investigative personnel has specifically requested it.
c. Calls to on-call investigative personnel (to determine response) should not be made until a patrol supervisor, acting patrol supervisor, or watch commander has complete information to appropriately assess the situation and authorizes the call.
d. In cases involving obvious natural deaths, officers shall not call investigative personnel unless specifically requested to do so by the Medical Examiner's investigator.
e. If a call-out is warranted according to this policy, suspects/arrestees should only be questioned or advised of constitutional rights by patrol personnel when authorized by the responding detective or investigative supervisor.
f. The initial responding officers assigned to a major crime scene shall not be released before the detective's arrival unless relieved by the detective or a commanding officer.
g. Crime scenes shall be secured and cordoned off as quickly as possible. In cases involving violent death or injury that is obvious, the information should be conveyed to the responding detective. At no time shall a body be touched or disturbed in any way, except to render first aid or other necessary life-saving techniques, or at the specific direction of the medical examiner.
h. The initial responding officers shall confer with the assigned detective before the completion of any incident reports to ensure that sensitive investigative information is protected.

1.2 RESPONSIBILITIES OF FIELD SUPERVISORS

When a request for a detective, technician, or other employees of the Department is made by an officer, the patrol supervisor shall make a full assessment of the situation and determine the need for a call-out. In all cases, as soon as practically possible, the patrol supervisor shall respond to the scene.

The field supervisor shall be responsible for determining if the situation complies with the guidelines established in this directive. The field supervisor shall determine whether the appropriate detective is on duty to respond. If no detective is on duty, the field supervisor shall contact Communications to obtain the contact information of the on-call investigative supervisors, CSIs and Crime Scene supervisors (if one is not working), Traffic Homicide detective, or other on-call employees. It shall be the field supervisor's responsibility to contact the appropriate personnel and provide all the necessary information. Field supervisors will make the notification to the on-call investigative supervisors. Field supervisors will contact Communications for the telephone number of the on-call supervisor.

The field supervisor or authorized officer will not request or instruct employees of Communications to make the notifications to on-call investigative supervisors, except in emergency cases.

When a request for a special team is made, the field supervisor shall immediately notify the watch commander and respond to the scene. The watch commander shall respond to the scene and determine if a special team response is necessary. The watch commander will notify Communications to make the proper notifications. See Section 4, Notification of Specialized Units.

1.3 RESPONSIBILITIES OF ON-CALL SUPERVISORS, SPECIAL TEAM COMMANDERS, POLICE LEGAL ADVISORS, AND OTHER ON-CALL EMPLOYEES

Investigative supervisors, Traffic Homicide detectives, special team commanders, Police Legal Advisors, and other employees of the Department subject to call-out shall be responsible for providing Communications with an updated roster of individuals accountable for the call-out. This roster shall include the dates each individual is on call and an alternate individual.

The on-call investigative supervisors, traffic homicide detectives, and other on-call personnel will determine if a response will occur and the number of personnel required. Conflicts between patrol supervisors and on-call investigative personnel shall be resolved by the watch commander. The watch commander shall require a response by the appropriate unit if it is deemed necessary or in the best interest of the Department.

In the case of a call-out for special teams, the incident commander shall personally notify the High-Risk Incident Commander (HRIC) to provide an overview of the incident and to determine if a response is necessary. Special team commanders have the authority and responsibility to determine the type and number of special team personnel required to respond to the call-out. See Section 4, Notification of Specialized Units.

1.4 RESPONSIBILITIES OF COMMUNICATIONS

Communications is responsible for maintaining a current list of on-call supervisors, team commanders, Police Legal Advisors, and any other employees of the Department who may be subject to call-out. These lists will be provided by the Criminal Investigations Division, Drug Enforcement Division (DED), Special Operations Division (SOD), Professional Standards Division, Community Relations Division, special teams commanders, Police Legal Advisor's office, and other employees of the Department subject to call-out. The lists will be kept securely to protect the privacy of personal telephone numbers and disposed of per State law regarding record retention.

Communications will provide the name and phone number of on-call investigative supervisors, traffic homicide detectives, Support Services personnel, and other employees subject to call-out upon request from a field supervisor. Personal telephone numbers will not be given out over the radio.

Communications will follow their standard operating procedures for call-outs of special teams by sending group notifications to employees and contacting team commanders by telephone.

2. CIRCUMSTANCES WARRANTING NOTIFICATION OF ON-CALL PERSONNEL

Detectives may be consulted at any time during their normal duty hours.

This section outlines circumstances for the notification of on-call investigative supervisors. Field supervisors or the watch commander may also notify on-call personnel under circumstances other than those delineated herein.

In cases involving a transient victim or witness (e.g., tourists who may be able to identify the person responsible), on-call personnel shall be contacted for special investigative techniques such as the Identi-kit, composite drawings, or polygraph examinations.

The following events and circumstances shall always warrant notification of the on-call supervisor, who will evaluate the known facts and determine if a response by on-call personnel is warranted. Any potential suspects in custody shall not be questioned or read their 5th amendment rights per Miranda (Miranda Warnings) without explicit permission from the on-call supervisor when an on-call supervisor notification is warranted.

2.1 CRIMINAL INVESTIGATIONS DIVISION (CID)

2.1.1 HOMICIDE UNIT

a. Homicides.
b. A missing adult 18 years of age or older who is suspected by a law enforcement agency of being the victim of criminal activity or is missing under suspicious circumstances. All other missing adults, if not located by end of shift, forward detailed information and photograph to the on-call Homicide supervisor by the end of your tour of duty.
c. Suspicious death of an adult or juvenile (other than traffic).
d. Accidental deaths (other than traffic crashes).
e. Suicides.
f. All employee-involved shootings at people, deaths or serious injury likely to cause death, and in-custody deaths. Refer to the current version of Policy and Procedure 1309, Officer-Involved Shootings, Deaths (or Life-Threatening Injuries), and In-Custody Deaths.
g. In the event of a death from a downed aircraft or industrial accident.
h. In cases involving obvious natural deaths, officers shall not call investigative personnel unless specifically requested to do so by the Medical Examiner's investigator.
i. Any suspect leads or evidentiary developments on cases where a detective is assigned as primary investigator or where a CID call-out has previously occurred.
j. Kidnapping (nondomestic) with imminent and well-found danger to the victim.

2.1.2 VIOLENT CRIMES UNIT

a. Home-invasion robberies.
b. The subject is known or in custody, or serious injury occurred in carjackings, persons, or commercial robberies.
c. All commercial robberies.
d. Any suspect leads, negative changes to a victim's medical status, or evidentiary developments on cases where a detective is assigned as primary investigator or where a CID call-out has previously occurred.
e. All shootings, to include any circumstance where there is evidence of shots fired, regardless of injury, victim whereabouts, and/or occupation status of dwelling/conveyance. If shots are only heard and there is no evidence, it does not warrant a notification.

f. Threats received (telephone or via social media) involving violence to venues or public gatherings
g. Serious injury from criminal offenses (other than traffic) where hospitalization is required.
h. Domestic/dating violence cases where Patrol requests CID assistance.
i. Elderly abuse cases involving serious injury, neglect, or endangerment.
j. Kidnapping by a suspect with a domestic or dating relationship with the victim and there is an imminent and well-found danger to the victim.
k. Any strangulation case where the victim lost consciousness for any length of time.

2.1.3 SPECIAL VICTIMS' UNIT (CRIMES AGAINST CHILDREN & SEX CRIMES)

a. Lost or missing children aged 12 and under. Children over 12 years of age where, in the supervisor's judgment, a call-out is needed (e.g., mentally impaired).
b. All missing juveniles where there is evidence of foul play.
c. Kidnapping/abduction or false imprisonment of all juveniles.
d. Parent/familial abduction of all juveniles.
e. Child abuse or child neglect cases involving serious injury, neglect, or endangerment.
f. All child abuse cases where the Department of Children and Families is the reporter or the report originated from a report to the Florida Child Abuse Hotline (1.800.96.ABUSE).
g. All child abuse cases involving serious injury or potential re-injury to a child. Serious injuries include, but are not limited to; burns, fractures, and any other injury requiring medical treatment/transport or hospitalization.
h. Sexual battery on a child or lewd and lascivious batteries/molestations.
i. All sexual battery cases involving vaginal/penile/oral intercourse/penetration that occurred with 120 hours of reporting (acute cases).
j. Any sexual offense which appears to be serial.
k. Any sexual offense that receives media attention or is considered high profile.
l. Any sexual offense (outside of 120 hours) where the victim may be in danger or evidence may be lost.
m. Home intrusions in which a sexual battery occurs or is attempted.
n. Adult stranger abduction/kidnapping where a sexual battery or attempted sexual battery has occurred.

2.1.4 PROPERTY CRIMES UNIT

a. Burglaries (commercial, residential, and vehicle) with a suspect in custody or where losses exceed $20,000. If the suspect and victim have had a domestic or dating relationship, CID need not be notified as long as the investigating officer has examined and documented the relevant facts in consideration of appropriate domestic violence, dating violence, and/or stalking-related charges.
b. Cases where an arrest is made or the suspect is detained in a vehicle stolen from the City of Orlando or another jurisdiction.
c. In auto theft cases at the airport, field supervisors will contact the Airport Investigative Supervisor.
d. Felony property crimes where immediate investigative assistance is needed or suspect is in custody, including recovered stolen firearms that can be directly tied to a suspect AND a recent theft or where the suspect is willing to direct officers to the location of a stolen firearm.
e. Any significant developments on cases where a detective is assigned as primary investigator or where a CID call-out has previously occurred.

2.1.5 FINANCIAL CRIMES UNIT (FCU)

a. Fraud and forgery cases involving a suspect(s) who are detained or in custody.
b. Fraud where money over **$10,000** has been sent through electronic communications (wire fraud via banks) in the past 72 hours. FCU will attempt to reverse these transactions if feasible.
c. When a victim has mailed cash or property of value and the item is still in transit to the destination. FCU will attempt to stop the delivery if feasible.
d. Any significant developments in cases where a detective is assigned as a primary investigator or where a CID call-out has previously occurred.
e. When fraudulent cryptocurrency transactions valued over **$10,000** have occurred within the last **48 hours.** FCU will attempt to trace the transaction.
f. When a potential seizure for forfeiture of assets such as vehicles, property, and cash presents itself, a detective trained in seizures may respond to assist in a seizure for forfeiture. Call the on-call Financial Crimes Supervisor for guidance.
g. When over **$10,000** in bulk cash is located **absent** drugs (see DED call out procedures when bulk cash is accompanied by drugs) and there is no reasonable explanation/evidence to support its legal origin. Call the on-call Financial Crimes Supervisor for guidance.
h. When an officer seizes or recovers bulk cash of narcotics that appears to exceed **$10,000** or cannot reasonably be counted at the scene, the officer shall seal the cash in an appropriate evidence package on scene which shall be recorded on body worn camera. The officer shall document the estimated amount on the evidence package and the applicable receipt/form. When feasible, the officer shall ask the owner how much cash they believe is present and document the owner's stated amount on the evidence package. Prior to submitting the cash into Property and Evidence, the officer shall notify either the Financial Crimes Unit Supervisor or Drug Enforcement Division's Supervisor (depending on the presence or absence narcotics) per Property and Evidence Policy 1123 (Section 3.5.7).

The above guidelines will help the CID supervisor in determining an appropriate response; however, in most circumstances, the CID supervisor **shall** send a detective to the requesting supervisor when a suspect is in custody, unless:

- The suspect is intoxicated or under the influence of narcotics to the degree that his/her testimony would be considered inadmissible
- The suspect was violent during arrest and is still exhibiting the same tendencies
- The suspect is incapacitated and there is an immediate need for medical attention.

2.2 DRUG ENFORCEMENT DIVISION (DED)

2.2.1 GANG UNIT

a. For felony crime(s) committed by a criminal street gang member(s), notify the on-duty Gang Unit supervisor or unit member for a response, if warranted.
b. When on-duty Gang Unit personnel are not available, notify Gang Enforcement Team (GET) trained personnel of the encounter for a response, if warranted.

c. At a minimum, in the absence of the above two options, complete a Field Interview Report (FIR), forward it to Gang Unit, and email the Gang Unit at opdgangunit@orlando.gov with relevant information and/or photos/links.

2.2.2 OVERDOSE INVESTIGATIVE UNIT

a. Any suspected drug overdose death.
b. When Naloxone is deployed to save a citizen, including deployments by OFD, and there is reason to believe the overdose will result in death.

If there is no reason to believe the overdose will result in death and the victim is alert, stable and declines to provide information or speak with a detective, this notification can be made via email using the Naloxone Usage Form (1101 Attachment B, Naloxone Usage Form). The employee shall forward the form to the Records Unit, the Overdose Investigative Unit Supervisor, and the Patrol Services Bureau Aide.

2.2.3 DRUG ENFORCEMENT UNIT

a. Whenever an officer arrests for trafficking in a controlled substance or recovers a trafficking amount of a controlled substance with a known suspect.
b. Whenever $5,000 or more in U.S. currency is found or recovered pursuant to a drug arrest.
c. Whenever a vehicle with secret compartments is discovered.
d. Whenever at least five pounds of cannabis is recovered with a known suspect.
e. Whenever someone is detained for shoplifting any amount of pseudoephedrine or other cold medicine; in possession of a combination of iodine, multiple matchbooks, acetone (paint thinner), red devil lye (or any lye product), plastic or rubber tubing, and different types of glassware such as beakers, single or double-necked flasks.
f. When any detainee/arrestee indicates his or her willingness to assist in any drug investigation.
g. Any home-invasion robbery involving controlled substances.
h. When testing cannabis yields a negative field test result, but there are specific indicators that the substance may be contraband or evidence, officers should consider the following factors, including but not limited to:

    - The substance is accompanied by a certificate of analysis showing a THC concentration greater than 0.3%. For example, marijuana with a THC concentration between 0.3% and 0.99% will test negative under the new NIK Y kit, but it is still illegal (with these factors).
    - The subject attempted to sell the substance as illegal marijuana
    - The subject made statements indicating they believed the substance to be illegal marijuana
    - The packaging of the substance suggests it is intended for sale as illegal marijuana

If any of these circumstances are present, officers should contact a member of DED for assistance in determining whether the substance should be impounded/confiscated. DED personnel will respond and utilize the old field tests to confirm the presence of THC in the substance.

If a suspect/arrestee has invoked his or her Miranda Rights or advises they have no interest in speaking with a detective, the above notifications should be made via email to the on-call DED Sergeant.

2.2.4 INTERNET CRIME AGAINST CHILDREN TASK FORCE

a. Child pornography cases (digital or physical possession).
b. Video voyeurism cases where the victim is a minor.
c. Enticement of children online.
d. Sextortion cases where the victim is a minor.
e. Priority 1 Cybertips from the National Center for Missing and Exploited Children (These incidents will most often be received directly by an ICAC TFO member).

2.2.5 METROPOLITAN BUREAU OF INVESTIGATION HUMAN TRAFFICKING/VICE UNIT

a. If you are with a victim or suspect where there are indications of Human Trafficking occurring.
b. If you are with a juvenile, who you suspect is involved in commercial sex.
c. If you receive substantiated intel where victims of Human Trafficking are being held and are unsuccessful in making contact with anyone at the location.

2.3 ORLANDO FIRE DEPARTMENT ARSON AND BOMB SQUAD

Call OFD Communications (321.235.5200) to contact the on-call detective in the following situations:

a. When officers respond to an over-with fire and OFD has not responded.
b. Actual or attempted fire bombings.
c. Fires where arson is suspected or pertains to real property (structures, dwellings, conveyances). Malicious fires to personal property are considered criminal mischief. Small fires can be handled by the patrol officer unless a professional opinion is necessary to prove the fire's origin and the cause are not accidental.
d. Any time a suspicious device is located.
e. Any life-threatening injury caused by fire.

If OFD is on the scene, OFD will be responsible for making the call-out.

2.4 INTELLIGENCE UNIT

a. Any time there is a need for investigative funds disbursement to any of the patrol divisions.
b. To interview prisoners, informants, or other sources of information if it is believed the person is involved in or may have information about organized criminal activity, regardless of whether detectives from other units are notified.
c. Any time a device is located, and the OFD Arson/Bomb Unit is responding.
d. Any suspected terrorist act occurs in the city.
e. Any unplanned, large demonstration.

2.5 SCHOOL RESOURCE SECTION

a. Threats received (telephone or via social media) involving violence at schools.

2.6 SPECIAL OPERATIONS DIVISION (SOD)

2.6.1 TRAFFIC ENFORCEMENT SECTION

The Traffic Enforcement Section shall be activated any time an incident occurs at or on a major traffic thoroughfare, intersection, or roadway and the scene may not be opened by the morning "rush-hour" times during normal business days (Monday-Friday).

2.6.2 TRAFFIC HOMICIDE UNIT

The on-call Traffic Homicide detective shall respond to the scene under the following circumstances:

a. Traffic fatalities.
b. Traffic crashes with serious bodily injuries where there is a substantial risk of death occurring as a result of those injuries.
c. Traffic crashes involving City vehicles where fault cannot be determined and there is significant damage to either vehicle or serious personal injury to any occupant is reported.
d. Traffic crashes occurred while a vehicle was fleeing from or being pursued by an OPD officer. If the crash occurs outside the City limits, then the detective will respond and act as a liaison with the investigating agency.

The on-call Traffic Homicide detective must be informed of the victim's current medical status, as stated by the attending emergency room physician before a response decision can be made.

2.7 CRIME CENTER AND FORENSICS DIVISION

Crime Scene Investigators (CSIs), Forensic Photographers, Forensic Video Analysts, and Latent Print Examiners are not generally on call. All requests for this personnel shall be handled during normal duty hours.

Attempts to recall this personnel, in rare circumstances (below), will be made by first contacting the Crime Center Section commander or the Forensic Section Manager. After-hours questions related to this personnel shall be directed to the appropriate unit supervisor or section manager by email for later follow-up.

2.7.1 CRIME SCENE INVESTIGATORS

a. Major crime or incident for which on-duty personnel will require assistance.
b. When on-duty CSIs are unable to respond to a call within a reasonable time frame.
c. Any officer-involved shootings.

2.7.2 FORENSIC IMAGING AND PRINT LABS

a. Video reenactments of unattended deaths or officer-involved shootings.
b. Video recording of complex homicide or other violent crime scenes that exceed the capabilities of the on-duty CSIs.
c. Recovery of digital video evidence if it is in jeopardy of being erased or the evidence is needed for immediate distribution.
d. Any case where an investigative supervisor or manager feels a latent fingerprint comparison is crucial to an investigation and cannot wait for normal duty hours.

2.7.3 DIGITAL FORENSIC LAB

All requests for a Digital Forensic Examiner will be handled according to the current version of P&P 1630, Computer/Digital Evidence, and the Digital Forensic Lab.

2.8 INTERNAL AFFAIRS SECTION

a. All officer-involved shootings at people; deaths, or serious injury likely to cause death; or in-custody deaths. Refer to the current version of P&P 1309, Officer-Involved Shootings, Deaths (or Life-Threatening Injuries), and In-Custody Deaths.
b. All incidents involving alleged serious criminal acts on the part of a Department employee. (A serious act would require the employee to be immediately relieved of duty pending an investigation.)
c. Traffic crashes with injuries requiring hospitalization, occurred while a vehicle was alleged to have been fleeing from or being pursued by an OPD officer. If the accident occurs outside the City limits, then an Internal Affairs investigator will respond and act as a liaison with the investigating agency.
d. Any time the on-duty supervisor or manager determines it is necessary to have an Internal Affairs investigator on the scene.

2.9 FUGITIVE INVESTIGATIVE UNIT

a. When an arrest warrant is obtained on a suspect for a violent felony and there are leads indicating the suspect is likely to kill or injure himself or another AND there is an indication of the suspect's likely location.
b. The FIU submission guideline form should be emailed to the Fugitive Investigative Unit at FIU@orlando.gov

3. REQUESTS FOR SUPPORT PERSONNEL

3.1 POLYGRAPHER

In any case where an investigative supervisor or manager feels a call-out is necessary.

3.2 PROPERTY AND EVIDENCE UNIT

The Watch Commander or designee should refer to the posted after-hour list of available Property and Evidence staff located in the Quartermaster Unit or contact the Communications Division if there is a need to draw something for Property and Evidence when the section is closed.

3.3 DRUG RECOGNITION EXPERT (DRE)

The on-call Drug Recognition Expert shall respond to the DUI Testing Center/Scene for impaired driving cases where the subject's Breath Alcohol Content is not consistence with their field sobriety exercises, or drugs are the suspect cause of impairment.

4. NOTIFICATION OF SPECIALIZED UNITS

The incident commander shall personally notify the HRIC to provide an overview of the incident. Once it is determined that special teams are needed, the HRIC will then instruct the incident commander to notify the Communications supervisor for activation. The Communications supervisor will notify commanders of the following specialized units and will coordinate with the specialized unit commanders to ensure safe, orderly transitions of personnel.

After being notified by Communications Division personnel, the special teams' commanders will determine the type and number of their respective special team personnel needed for the call-out. Before this activation, the field supervisor should respond to the scene to take command and provide updated information to the responding watch commander. The watch commander shall have Communications send a Group email to operationalnotifications@orlando.gov, to include the watch commander's telephone number. The following events and circumstances shall always warrant the notification of the special team's commander.

4.1 SPECIAL WEAPONS AND TACTICS TEAM (SWAT)

The SWAT team should be activated in the following circumstances:

a. A contained person is holding others against their will and is threatening the lives or safety of others.
b. A contained felonious or actively wanted person, believed or claimed to be armed, and refused to surrender.
c. An armed person in a public setting, is threatening to take their own life, has the apparent ability to do so, and refused to surrender.
d. A sniper or terrorist incident, including HAZMAT situations.
e. Whenever a commanding officer believes a SWAT or crisis negotiation response is in the public's or the Department's best interest.

4.2 CRISIS NEGOTIATION TEAM (CNT)

The CNT should be activated in situations that cannot be immediately resolved involving the following circumstances:

a. A contained person is holding others against their will and is threatening the lives or safety of others.
b. A contained felonious or actively wanted person, believed or claimed to be armed, and refused to surrender.
c. An armed person in a public setting, is threatening to take their own life, has the apparent ability to do so, and refused to surrender.
d. A sniper or terrorist incident.
e. Whenever a commanding officer believes a crisis negotiation response is in the public's or the Department's best interest.

4.3 EMERGENCY RESPONSE TEAM (ERT)

The ERT should be activated in the following circumstances:

a. Large demonstrations
b. Riots
c. Union disorders
d. Mass arrest situations
e. Pre-planned events that would tax on-duty resources beyond acceptable limits
f. To support Patrol Services Division mobile field force operations already in progress

4.4 CRITICAL INCIDENT STRESS MANAGEMENT TEAM (CISM)

The CISM Team shall be activated in the following circumstances:

a. Death or serious injury to any Orlando Police Department employee, occurring on or off duty.

b. Death or serious injury to another, at the hands of an Orlando Police Department employee, on or off duty.
c. Officers involved in shootings, on or off duty.
d. Mass casualty situations.
e. Any other incidents where the CISM Team could be needed.

4.5 EMERGENCY SERVICES UNIT (ESU)

The ESU shall be activated in the following circumstances:

a. Any "call-outs" of the SWAT, CNT, and/or ERT.
b. When any special team commander or operational commander requires the support capabilities of the ESU.
c. Natural and man-made disasters.

5. OTHERS WHO MAY BE ACTIVATED

Others who may need to be activated for response to an incident include, but may not be limited to, the Police Legal Advisor (PLA), Media Relations and Public Information Office, and the Police Chaplain. These members may be activated by the watch commander.

The following events and circumstances always warrant the notification of the PLA, Media Relations, and the Police Chaplain:

5.1 POLICE LEGAL ADVISOR

a. Any officer-involved shootings resulting in injury.
b. Any situation where the Police Legal Advisor may be needed.

Upon request from a Department member, Communications will provide the name and Department cell and home phone numbers of the on-call OPD Legal Advisor. Communications staff may contact the on-call advisor on behalf of the member if requested. The preferred method of contact is to call the Department's cell phone AND send an email, then calling the home phone if no response is received. If the on-call Police Legal Advisor cannot be reached, efforts to contact another advisor via cell phone and email will be made.

c. OPD personnel will consult their supervisors to resolve issues before contacting the on-call Legal Advisor. This step is not necessary for situations requiring immediate legal assistance.

5.2 MEDIA RELATIONS AND PUBLIC INFORMATION OFFICE

The Media Relations and Public Information Office shall be notified when media are on the scene of any incident. Media Relations and the PIO will respond to the scene for the following situations:

a. Any officer-involved shooting
b. Any major/critical incident (ie: active assailant, natural disaster, officer fatality, hostage situation, etc.)
c. Any situation where the watch commander needs assistance handling the media
d. Any situation where the presence of Media Relations would be in the Department's best interest as deemed by the Chief of Police, PIO Manager, and/or the on-duty watch commander.

5.3 POLICE CHAPLAIN

a. The Police Chaplain may be notified with the approval of any supervisor.
b. Any situation where a chaplain could assist with consultation or notification.

5.4 QUARTERMASTER UNIT

The on-duty Watch Commander can activate the Quartermaster Unit if necessary to support on-duty officers and staff. The Police Property Supervisor should be contacted if this unit is needed.

6. CHIEF'S SENIOR STAFF RECALL

This section establishes the procedure whereby the Chief of Police may have their senior staff recalled.

6.1 NOTIFICATION

When the Chief of Police or their acting designee determines the need to assemble the senior staff, they will notify the Communications Division to recall the senior staff and give the location they are to report. Communications personnel will then activate the recall procedure.

6.2 COMMUNICATIONS DIVISION'S RESPONSIBILITIES

The Communications Division will maintain a list of the office and personal cell phones of the senior staff, which is made up of the following:

a. Four Bureau Commanders
b. Administrative Services Bureau Commander
c. Internal Affairs Manager
d. Police Legal Advisor
e. Chief of Staff
f. Media Relations/Public Information Officer

When directed, the Communications Division will notify the senior staff there has been a recall and give them the location they are to assemble.

6.3 SENIOR STAFF'S RESPONSIBILITY

Members of the Chief's senior staff will inform the Communications Division of occasions when they have an acting designee and provide them with the necessary numbers.

V. FORMS AND APPENDICES

None

VI. REFERENCES

This policy rescinds Policy and Procedure 1103.18

Related Policies: Not Applicable

Related Laws: Not Applicable