
	GAITHERSBURG POLICE DEPARTMENT		
	Notification of Command Staff and Peer Support		
	GENERAL ORDER	607.1	
Effective Date	01/18/2012	1.3.6, 1.3.8, 22.2.5, 26.1.5, 52.1.3, 52.1.8, 55.2.6	
Authorized by:	Mark P. Sroka CHIEF OF POLICE	SIGNATURE	DATE

I. DEPARTMENT POLICY

It is the policy of the Department that continuity of information is maintained and that members of the command staff are informed of incidents or situations that may have an impact on City police operations.

II. NOTIFICATION PROCEDURES AND CRITERIA

A. Immediate Notification (Phone call)

The following incidents require an immediate notification to the appropriate bureau commander:

1. Any homicide occurring in the City;
2. Any police shooting, on or off-duty, in the City or the discharge of a firearm by a City police officer or at a City police officer;
3. A Gaithersburg Police Department member is seriously injured on or off-duty, with anticipated hospital admission, or killed in the line-of-duty;
4. If a City police officer's actions result in a death or serious physical injury with anticipated hospital admission;
5. Any train derailment or accident, waterway accident or plane crash;
6. Significant incidents occurring on/at City-owned properties, such as suicides, serious sex offenses, etc.;
7. The arrest of a City official (Senior Leadership Team) or elected member of the City government;
8. Any hazardous materials incident or other incident that results in a large scale residential evacuation;

9. A civil disturbance or any incident in the City for which the Emergency Response Team (SWAT) or Special Events Response Team (SERT) is activated;
10. Any Department member is charged with a crime, physically arrested or is the subject of a criminal investigation;
11. Stolen or lost Department issued firearm or Taser;
12. If a particular shift would go uncovered because of an unexpected use of sick leave or other type of leave; and
13. Any other incident, not herein described, that in the supervisor's judgment should be reported immediately and would necessitate a bureau commander's response.

B. Delayed Notification (e-mail)

The following incidents do not require an immediate notification of the appropriate bureau commander but require that the supervisor make an email notification. Electronic notifications will be made as soon as possible, depending on the severity of the incident, but no later than the end of the shift in which the incident occurred.

1. Any crime of violence during which shot(s) are fired by a victim, witness, or perpetrator;
2. Vehicular pursuits in the City, or so near to it as to provoke inquiries;
3. Traffic collisions involving City police vehicles, regardless of the amount of damage;
4. Searches for critical missing persons in which the person is not found within an hour, or those of such dimension that may require City officers to respond out of the City limits;
5. Gaithersburg Police Department service of a search warrant or a raid immediately prior to execution and upon completion of entry, as soon as practical, and any other agency's service of a search warrant within the City limits;
6. Vandalism to City police property/equipment;
7. Theft or loss of City police property/equipment (except for weapons, which requires immediate notification);

8. Prolonged power outages in the City;
9. Complaint(s) against the Department or one of its members that cannot be handled by the on-duty shift supervisor and are not serious in nature;
10. Police incidents in which a police helicopter is used;
11. Suicides, unattended deaths, or fatal accidents;
12. Hospital guard details; and
13. Any other incident not listed in this directive, but for which the supervisor believes a notification should be made (e.g. family-related illnesses) along with the normal part-one crime type "Incident Notifications."

III. NOTIFICATION OF PEER SUPPORT

A. Notification Criteria

As soon as practical after the incident has been stabilized, the supervisor will ensure that the Peer Support Team is notified, via PSCC when:

1. A GPD member is seriously injured or killed in the line-of-duty; or
2. The officer's actions results in a death or serious physical injury;
or
3. Any traumatic incident experienced by an officer, on or off-duty, or where the supervisor feels peer support would be helpful; or
4. When specifically requested by an officer.