

# Bowie Police Department - General Orders



TITLE: UNUSUAL OCCURRENCE REPORTS	NUMBER: 446
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AUTHORITY <b>Chief John K. Nesky</b>	ACCREDITATIONS STANDARDS CALEA STANDARDS: 11.3.3, 41.2.4	TOTAL PAGES  3
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## I. PURPOSE

To establish the criteria for the preparation of the Unusual Occurrence Report; and to provide for the operational control and assignment of responsibility for the notification of appropriate command personnel to include the Chief of Police of unusual occurrences and/or incidents within the City of Bowie.

## II. POLICY

Unusual Occurrence Reports shall be submitted in a timely fashion in order to notify the Command Staff of serious incidents or crimes of an uncommon nature where there may be a question as to the Department's liability or those which may result in heightened community interest, that occur in the City of Bowie.

## III. PROCEDURES

A. NOTIFICATION OF SUPERVISORY PERSONNEL RELATING TO OFFICERS OF OTHER AGENCIES INVOLVED IN OFF-DUTY INCIDENTS: Officers on the scene of any incident in which an off-duty police officer has been identified as a suspect or investigative lead in a criminal offense shall immediately request the on-duty Shift Supervisor to respond. (CALEA 41.2.4)

1. Supervisors responding to scenes involving off-duty officers will ensure that the on-duty Shift Supervisor or officer-in-charge of the applicable allied agency is notified of the incident as soon as practical.
2. During normal business hours, the Patrol Division Commander or his/her designee, or during non-business hours a Patrol Commander will be notified in all cases involving the physical arrest of an off-duty officer.
3. An Unusual Report shall be sent to all Command Personnel.

B. NOTIFICATION OF THE CHIEF OF POLICE OF INCIDENTS RESULTING IN DEPARTMENT LIABILITY OR HEIGHTENED COMMUNITY INTEREST: (CALEA 11.3.3)

1. The Chief of Police or his/her designee shall be notified of incidents where there may be a question as to the Department's liability or those which may result in heightened community interest. It is impossible to enumerate a list of when and when not to notify.
2. Supervisors shall error on the side of caution using their best judgment.
3. The following procedure shall be used when notifying the Chief of Police or his/her designee of these incidents:
  - i. Notify the Patrol Division Commander of the incident where there may be a question as to the Department's liability or those which may result in heightened community interest.
  - ii. The Patrol Division Commander shall, as soon as possible, notify the Chief of Police or his/her designee. During non-business hours the notification shall be made as follows:
    - a. Department issued cellular telephone.
    - b. Personal phone.
    - c. Police radio.

**IV. GUIDELINES**

A. BPD Form #13, Unusual Occurrence Report, shall be completed for:

1. Any major crime that is unusual such as, but not limited to, homicides, 1<sup>st</sup> Degree assaults, sexual assaults, DUI, kidnapping, fire where substantial property damage or loss of life exists.
2. Any major arrest or large number of arrests.

B. Supervisors responding to the scene of such incidents shall:

1. Immediately inform Communications of the nature of the incident.
2. Ensure adequate police coverage of the incident.
3. Continue any necessary relay of the information regarding the development of the incident to Communications as it becomes available.
4. Complete BPD Form #13, Unusual Occurrence Report and forward to Command Staff for review and dissemination as appropriate.

B. Notification of Key Personnel:

The Patrol Commander shall be notified even when not on duty; in the event he/she is not on duty, notification is to be made to the on duty Commander as well. The notified Commander shall:

1. Immediately assess the situation and notify the Captain.

2. The Captain shall notify the Deputy Chief of Police of all incidents which meet the criteria outlined in this Order when appropriate under the circumstances.