



TALBOT COUNTY SHERIFF'S OFFICE

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July 7, 2016

GENERAL ORDER NO. 16-002 (REVISED)

TO: All Talbot County Sheriff's Office Personnel

SUBJECT: Required Notifications to the Office Command Staff

PURPOSE

To delineate, clarify, and issue protocol for the formal notification of the Office Command Staff to be advised of certain events, incidents, and emergencies.

BACKGROUND

The Deputies of this Office handle a wide variety of investigations, incidents, and requests for police services or assistance. Central to the success of specific investigations or acts performed by this Office is the proper notification of the Office Command Staff in certain situations to have knowledge of, provide resources to, or to react in a manner that will protect the interests of both the Deputy and citizens involved in an investigation or incident. This mandated formal notification is designed to provide an internal awareness of activities that this Office is involved in or committed to.

POLICY

All Deputies will follow the protocol and policy as it pertains to the formal, mandated notifications of the Office Command Staff in certain investigations, events, and situations.

DEFINITIONS

- A.** Members of the Office Command Staff are identified as the positions of: Sheriff, Captain, Lieutenant – Patrol Supervisor, Lieutenant – Criminal Investigation Division.
- B.** Formal Notification includes but is not limited to the personal or telephonic contact by a Deputy of this Office to any single member of the Command Staff when required by this Order. Personnel will leave a voicemail upon no answer, and send a text message requesting to be contacted. Based on the severity of the incident, personnel will determine whether to contact another member of the command staff following the above procedure.
- C.** Investigation, events, or incidents can be described as either criminal, traffic, civil, or of general public or professional police interest.

EVENTS

This list of certain investigations, events, incidents or issues of public interest will require formal notification, however this list is not all inclusive and other situations or variations of events or the need for notification can expand this list of topics.

1. Murders, or serious assaults that can reasonably lead a Deputy to believe that the victim involved in an assault may die from their injuries.

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2. Rapes, or aggressive sexual assaults that involve the use or threat of use of force or a weapon in the crime.
3. Felony sex offenses that involve vulnerable adults as the victims of the crime.
4. All physical, sexual, and neglect child abuse cases.
5. All robberies.
6. Burglaries that involve a "significant" loss of property or items of value; to include the appearance of an organized group of persons involved in committing the crime, or certain circumstances in the crime that show a methodical or organized effort (cut telephone wires, defeated systems, Travelers, etc.).
7. All death investigations.
8. Any death suspected to be a drug overdose will be reported to command staff, as well as the Talbot County Narcotics Task Force (TCNTF). TCNTF will respond to every suspected overdose.
9. Kidnappings or abductions that may be either "stranger" or domestic related.
10. Adult missing persons in which the circumstances may initially indicate foul play or the potential demise or probable death of the missing person, and/or any suicidal tendencies (past or present), or any circumstances exist that lead the deputy to believe that a life is in danger.
11. All missing persons under the age of 18, to include reported parental abductions of minor children.
12. All formally reported and investigated crimes that occur within the Talbot County Detention Center.
13. All formally reported and investigated crimes that occur within the Talbot County Public Schools located within the county, or any school bus accident occurring in Talbot County.
14. All traffic and non-traffic fatalities that involve the use of a boat or vehicle in which this Office has or undertakes some degree of initial investigative action.
15. Those traffic accident investigations in which due to assessment of injuries or circumstance, it is apparent or probable that the person involved in the accident will die.
16. All reports of terrorism, hazardous material incidents, or acts that prompt a large scale response of police and fire resources.
17. All incidents or events that involve a Deputy discharging a firearm in the commission of their duties except to kill an injured or deadly animal; whether on duty or off duty.
18. All departmental accidents.
19. All incidents or events that involve a Deputy or their immediate family members in a motor vehicle accident (on or off-duty) in which there are reports of injury to any person or significant damage to a vehicle or property involved in the accident.
20. All Injuries to prisoners.

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21. Reports of loss of critical items of equipment to include but not limited to assigned firearms, mobile radios, assigned vehicle equipment, or other capital or assigned equipment under the control of the Deputy or duly assigned to the Office.
22. Health conditions or circumstances in which a Deputy may be exposed to or injured (HIV, certain aromatic narcotics, etc.) that may cause a subsequent reportable illness or injury.
23. Any assault, health or medical condition that causes a Deputy to seek medical attention, or cause the need of the Deputy to be treated at a medical facility. Every attempt will be made to have a supervisor respond to the medical facility to assist the effected deputy and their family. In addition, a member of Command Staff will also respond.
24. All high speed pursuits.
25. Any hostage or barricade situation that originates or involves the support or assistance of any Deputy from this Office.
26. Any crowd control event or activity in which this Office supports with the emergency response of manpower or other assistance.
27. Any manmade or natural disaster that causes or triggers an emergency condition within Talbot County, or in any county adjoining Talbot County.
28. Any civil or criminal matter, incident, or investigation that involves a Deputy from this Office as a principle figure as a suspect, accused, or witness in any form of investigation, or civil court action.
29. All drug arrests will be reported to the TCNTF at the time of the arrest.
30. Any incident which requires a deputy to submit a Use of Force Form 179.

PROCEDURES

- A.** When involved in any capacity (as a primary or assist) in an investigation, event, or incident cited in this Order, formal notification to a member of the Command Staff will be made.
- B.** The immediacy of the notification can be timely, or consistent with the need to gain relevant information on the extent of the call and its impact. Immediate calls without some relative information are to be considered, however follow up and depth of basic information will still be needed or required in the notification process. Calls will not be delayed for the gathering of information that constitutes conducting an investigation. Though desired, detailed information is not required in most or all notifications.
- C.** Required notifications will be made within no less than 30 minutes after the event or action has occurred.
- D.** When in doubt as to whether to make notification or not, notification will be made.
- E.** When an event or action triggers Command Staff notification, the supervisor on duty or the senior ranking member on duty will act as the liaison to gather information and to initially control the situation to represent the Deputy involved and the Office. That member asserting or having the seniority and authority will be obligated to make any notification as determined by this Order. It will be the responsibility of the Commander notified to ensure other Command Staff and Sheriff are notified of the incident or event.

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F. Subsequent notifications that need to be made to other entities beyond the Command Staff (governmental officials, other police agencies, etc.) will be made by the Command Staff. The single report and obligation of formal notification to the Command Staff through this Order serves as compliance and the extent that a Deputy or supervisor must act in this regard.

G. In the absence of a Deputy or supervisor making the formal notification to the Command Staff, Talbot Center can be asked to make any and all calls. Any time delay or failure to make required notification by Talbot Center will become the obligation and consequence of the Deputy or supervisor so obligated to initially make the call.

H. Subsequent notifications that involve critical events involving citizens or members of this Office will be coordinated and made by a member of the Command Staff. The appropriate resources will be solicited or staged in a professional manner (use of Chaplains, family members, etc.).

RESPONSIBILITY

A. Supervisors will ensure that their team members comply with this Order and the measures and provisions that impact the formal notification process.

B. All formal media inquiries and responses will be coordinated by the Command Staff after the notification process is initiated.

This Order cancels and supersedes General Order No. 16-002 dated January 21, 2016, and any/all orders and memoranda, in conflict therewith.

Joe Gamble
Sheriff of Talbot County

JJG:tj