



Sheridan Police Department  
Policies and Procedures  
16.2  
Chapter 16 – Patrol Operations  
Section 2 – Notifications

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Signature:

Patrol division employees, as first responders, are responsible for making notifications to agencies or persons as appropriate to the situation.

### 16.2.1 Command Staff Notification

- A. Any time there is an incident which is extraordinary, may result in a liability issue with the department, may have an adverse impact on the police department or department personnel, or may spark increased public or media interest, it will be the responsibility of the shift supervisor to make timely notification to command staff.
- B. Notification will be made to a bureau commander. It will be the decision of the bureau commander whether or not to notify the captain and chief of police as well as the timing and method of notification. If for some reason the bureau commander is unavailable, the captain or the chief of police will be notified directly.
- C. Notifications to a bureau commander shall be made for any of the following circumstances:
1. Officer-involved shooting (regardless of whether or not the officer returned fire or is injured);
  2. Injured officers;
  3. Incidents involving unattended, suspicious or questionable death or serious injury;
  4. Hostage incidents;
  5. Barricaded subject, which is unable to be resolved during the initial contact;
  6. Emergency situations where residences or businesses are evacuated;
  7. Weather related incidents where significant damage to City of Sheridan or community property is encountered;
  8. Incidents where officers respond to a department member's residence for any reason other than a routine service call;
  9. Incidents where subjects taken into custody are injured; and
  10. Any incident the shift supervisor feels the command staff should be made aware of.

### 16.2.2 Specialty Assignment Notifications

Certain members of the police department have been trained in specialty assignments such as traffic crash investigation and crime scene processing/evidence collection. These members can be called out on an as-needed basis in accordance with on-call assignments or availability with approval of the shift supervisor or higher authority as in the case of a tactical team.

- A. Detective Division
1. Officers assigned to the detective division are assigned weekly on call duties by the special operations lieutenant.

2. Detective division employees may be requested for assistance with investigations, assist in processing crime scenes, or to supplement immediate staffing needs including evidence collection and processing, interviews, and interrogations/interviews (see section 20.2)
- B. Property Technician
- The police property technician may be used to:
1. Assist in the collection, preservation and handling of physical evidence and property;
  2. Assist in processing crime scenes and processing evidence using available technical equipment, techniques and procedures.
  3. Although this position is not an on-call position, the property technician may be requested when available.
- C. Tactical Team
1. A tactical team may be called for a tactical response to high risk situations needing special equipment and/or training. These situations include, but are not limited to: snipers, barricaded subjects, hostage situations, and high risk warrant service.
  2. See section 21.3.2 for call out requirements and procedures.
- D. K-9
1. K-9 teams may be used to detect and locate illegal drugs. , track suspects involved in criminal acts, search for evidence, apprehend certain criminals, and search buildings.
  2. Although this position is not an on-call position, K-9 teams may be requested when available. See section 16.3.1.B.7.
- E. Crash Investigators
1. An officer trained in advanced crash investigation techniques should be called to the scene of all traffic crash fatalities or crashes resulting in life threatening injuries. This would include call outs to Highway Patrol.
  2. Although this position is not an on-call position, an advanced crash investigator should be requested whenever available.
- F. Community Service Officer (CSO)
1. The CSO may be called when his or her skills or equipment are needed to deal with sick, injured or dangerous animals.
  2. Although this position is not an on-call position, the CSO may be requested when available.

### **16.2.3 Outside Agency Notifications**

- A. Fire Department Notification
1. Sheridan County Fire Departments response is requested and dispatched through the Sheridan Police Department Communications Center.
  2. Fire services, if not already summoned, are to be requested by the first responding officer at his or her discretion.
  3. Whenever a suspected arson is reported to the police department and it does not result in firefighters being called to the scene, the communication technician or investigating officer shall contact the on-call fire department investigator. The Sheridan Fire Rescue fire department investigator shall be informed of the fire's location and status. It will be up to the fire department investigator whether or not to respond.

4. Hazardous material spills requiring cleanup shall be referred to the Sheridan Fire Department Rescue Haz-Mat team.
- B. Ambulance/Emergency Medical Services
  1. Ambulance/Emergency Medical Services are dispatched through the Sheridan Police Department Communications Center.
  2. Emergency medical services, if not already summoned, are to be requested by the first responding officer at his or her discretion.
- C. Coroner
  1. The Sheridan County Coroner is responsible for investigating deaths:
    - a. Due to violent or criminal action;
    - b. Due to apparent suicide;
    - c. Due to accident;
    - d. Due to apparent drug or chemical overdose or toxicity;
    - e. When the deceased was unattended by a physician or other licensed health care provider or had not see a physician within six (6) months prior to death;
    - f. Due to apparent child abuse causes;
    - g. If the cause is unknown or certain deaths that occur in hospital settings but are considered 'unattended' (i.e. - an emergency room death caused by an event outside of the hospital); or
    - h. Deaths of prisoners, trustees, inmates or patients of any county or state corrections facility or state hospital.
  2. Timing of request for coroner response shall be at the discretion of the ranking detective on scene or the shift supervisor.
- D. Public Works/Utilities
  1. When a roadway hazard, downed utility line, utility main break or other hazard exists, officers will contact the communications center with the information and request notification of the appropriate agency or business. See section 18.4.2.E.
  2. Public works or utility employee response is to be requested by the first responding officer at his or her discretion.
  3. After the streets division's regular business hours, the on-duty patrol supervisor shall notify the on-call streets division employee when it begins to snow. The notified employee will be responsible for determining the appropriate response.
- E. News Media
  1. Some hazardous situations may demand immediate notification of local news media in order to request public service announcements.
  2. Media notification shall be at the shift supervisor's discretion when emergency conditions exist that warrant an immediate release of information.
- F. Department of Family Services
  1. When a juvenile needs to be taken into protective custody a DFS worker coordinates the juvenile's care.
  2. Notification of the on-call DFS worker will be requested by a shift supervisor.
- G. Victim Advocates
  1. Advocates from the crisis response team Advocacy and Resource Center may be called to provide short-term crisis intervention for crime victims or others as needed.
  2. Crisis response team Advocacy and Resource Center members are available through the dispatch center. See section 25.2.2.E.