



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 81.13

### TITLE: MAJOR INCIDENT NOTIFICATION

**EFFECTIVE: 12/17/2017**

**REVISED: Replaces Policy 358**

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#### PURPOSE

The purpose of this Chapter is to provide guidance on determining when, how and to whom notification of major incidents should be made.

#### POLICY STATEMENT

1. The New Orleans Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified members of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be addressed in a consistent and thoughtful manner.

#### DEFINITIONS:

Definitions relevant to this Chapter include:

**Major incident**—A situation, scene or incident (not necessarily a crime scene) where the media is likely to show a strong interest. Such incidents are also of interest to the Superintendent of Police and the affected Bureau Chiefs and Commanders.

**Major Crime Scene**—A location where any of the listed crimes or incidents took place (or another location where evidence linked to those crimes or incidents may be found) and from which most of the physical evidence is retrieved by law enforcement personnel, crime scene investigators (CSIs) or, in rare circumstances, forensic scientists.

Major crimes include:

- (a) All deaths (homicides, suicides and unclassified) except for “natural” causes.
- (b) Aggravated battery (with serious injury, possibly fatal and/or multiple victims)
- (c) Level 4 uses of force investigated by PIB-FIT (see: Chapter 1.3 – Use of Force)
- (d) Sexual assaults handled by ISB-SVS (see: Chapter 42.2 – Sexual Assault)
- (e) Aggravated Kidnapping
- (f) Arson (with serious injury, possibly fatal)

(see also: **Chapter 11.0.1 - Duties and Responsibilities of District Commanders, Supervisory Members and Officers**)

#### CRITERIA FOR NOTIFICATION OF MAJOR INCIDENTS

2. The following list of incident types is provided as a guide for notification and is not

intended to be all-inclusive:

- (a) Homicides
- (b) Suspicious deaths
- (c) Deaths related to law enforcement activity
- (d) Traffic crashes with fatalities
- (e) Level 4 Use of Force (see: **Chapter 1.3 – Use of Force**)
- (f) Any law enforcement officer-involved shooting whether on- or off-duty
- (g) Serious injury or death to an NOPD member, whether on- or off-duty
- (h) Serious injury or death of a prominent New Orleans official / public official
- (i) Arrest of NOPD member or a prominent New Orleans official / public official
- (j) Aircraft, train, boat or other transportation accident with major property damage, mass casualties and/or injury or death
- (k) In-custody deaths,
- (l) Any other incident, which has or is likely to attract significant media attention.

### **DISTRICT SUPERVISOR RESPONSIBILITIES**

3. The District Platoon Commander, Assistant Platoon Commander, or other working platoon supervisor is responsible for making the appropriate notifications for a major incident.
4. The notifying supervisor shall make reasonable attempts to obtain as much information on the incident as possible before notification and shall attempt to make the notification as soon as practicable.
5. Notifications should be made to Communications Services as soon as practicable.

### **COMMUNICATION SERVICES RESPONSIBILITIES**

6. Communications Services shall utilize the appropriate notification list, provided by NOPD and maintained at Communication Services for the identified major incident being reported.
7. The on-duty NOPD Communication Services Liaison may add additional members to a specific notification based on his/her understanding of the nature of the major incident and the best needs of the Department.
8. Once Communications Services and/or the on-duty NOPD Communication Services Liaison has made the required notifications, the on-duty or on-call member of the Public Information Office shall be notified of the major incident if it appears media outlets are indicating heightened interest in the incident.
9. All notifications made through Communications Services and/or the on-duty NOPD Communication Services Liaison shall be noted in the incident recall log.
10. The on-duty NOPD Communication Services Liaison may add the major incident to the Superintendent's Major Offense Log for the appropriate shift.

### **PUBLIC INFORMATION OFFICE**

11. Contact information (name, cell phone) for the on-scene supervisor shall be provided to the on-duty or on-call member of the Public Information Office if requested.