



## NOTIFICATION TO THE CHIEF OF POLICE

<b>WRITTEN DIRECTIVE:</b>	<b>3.7</b>
<b>EFFECTIVE DATE:</b>	<b>08-20-2008</b>
<b>REVISION DATE:</b>	<b>12-15-2017</b>
<b>SUPERSEDES EDITION DATED:</b>	<b>03-20-2009</b>

---

### Contents:

- I. Purpose
- II. Policy
- III. Notification Procedures

### **I. Purpose**

The purpose of this Written Directive is to provide guidance regarding notification to the Chief of Police for incidents involving the University of Maryland, Baltimore (UMB) campus community.

### **II. Policy**

It is the policy of the University of Maryland, Baltimore Police Force (UMBPF) for supervisors to use the chain-of-command to make notification to the Chief of Police for noteworthy incidents as described in this policy.

### **III. Notification Procedures**

#### **A. Normal Duty Hours**

1. The Chief of Police or designee shall be notified immediately via the chain-of-command where there may be a question as to the Agency's liability or where the incident may result in heightened community interest.
2. The Chief of Police or designee will be notified if any of the following occurs:
  - a. Any actual or suspected homicide investigation occurring on campus;
  - b. Any crime of violence where a weapon was used or the victim, suspect, or witness is taken to the hospital for injuries received as a result of the crime;
  - c. All crimes where the incident may result in heightened community interest;
  - d. Accidents involving police vehicles;
  - e. Missing University related persons, on or off campus;
  - f. Any discharge of an officer's weapon not associated with training;
  - g. Any serious allegation made against an employee of the organization as noted in **WD 5.1 Filing and Investigation of Minor Complaints;**

- h. Fatal traffic accidents;
  - i. Any life threatening injury to an employee, on or off duty;
  - j. Any hazardous materials incident;
  - k. An arrest of a prominent campus figure or student;
  - l. Use of Force resulting in death or hospitalization;
  - m. Requests for mutual aid;
  - n. Any natural or man-made disaster or catastrophe; and
  - o. Any other incident not previously listed, that in the highest ranking officer's judgement, should be reported immediately.
3. A detailed offense report and any required administrative report will be written and submitted with all relevant facts, prior to the investigating supervisor ending his or her shift.

**B. Non-Duty Hours**

1. The on duty Lieutenant, Sergeant, OIC, or Security Supervisor shall notify the Chief of Police or designee of any adverse situation or significant incident via the chain-of-command.
2. The notification will follow the process as outlined below:
  - a. The on duty Lieutenant or designee will contact the Operations Commander and provide a thorough briefing;
  - b. If contact is not made, a message will be left advising the Operations Commander of the situation;
  - c. The on duty Lieutenant or designee will then contact the Professional Standards Commander or the Support Services Commander in that order, provide a thorough briefing, and explain the attempts to contact the Operations Commander;
  - d. The Bureau Commander who received the incident briefing will contact and brief the Chief of Police or designee through the chain-of-command; and
  - e. At no time will the notification to the Chief of Police or designee be delayed awaiting a response from a Bureau Commander.

**Written Directive System Impact**

Upon approval and publication, this edition of WD 3.7 supersedes all previous editions and deactivates (purges) WD 3.7 A Reports and Communications to Key Members of the Organization from the written directive system.

Martinez Quteaz Davenport, Sr., MS  
Interim Chief of Police for Public Safety

CALEA Standard (s): 11.3.3