


Major Incident Notification

328.1 POLICY HEADER

Original Effective Date:	Revised Date:
September 1, 2021	January 4, 2023
<p>Authorization:</p>  <p>Jason Haberman Chief of Police</p>	

328.2 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Mt. Lebanon Police Department in determining when, how and to whom notification of major incidents should be made.

328.3 POLICY

The Mt. Lebanon Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

328.4 CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police, the affected Deputy Chief of Police and the Municipality. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive:

- Officer-involved shooting, whether on- or off-duty (see the Officer-Involved Shootings and Deaths Policy for special notification)
- Homicides, suspicious deaths or deaths related to law enforcement activity
- Crimes of unusual violence or circumstances that may include hostages, barricaded persons, home invasions, armed robbery or sexual assaults
- At-risk missing children or endangered missing adults
- In-custody deaths
- Aircraft, train, boat or other transportation accidents with major damage and/or injury or death
- Traffic accidents with fatalities or severe injuries

Mt. Lebanon Police Department

Policy Manual

Major Incident Notification

- Death of a prominent Mt. Lebanon official
- Significant injury or death to a member of the Department, whether on- or off-duty
- Arrest of a member of the Department or prominent Mt. Lebanon official
- Equipment failures, utility failures and incidents that may affect staffing or pose a threat to basic police services
- Any other incident that has attracted or is likely to attract significant media attention

328.5 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander is responsible for making the appropriate notifications. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification, and shall attempt to make the notifications as soon as practicable. Notification should be made by contacting the Duty Officer.

328.5.1 COMMAND STAFF NOTIFICATION

In the event an incident occurs as identified in the Criteria for Notification section above, the Duty Officer shall notify the Chief of Police and the Deputy Chief of Police as appropriate.

328.5.2 INVESTIGATOR NOTIFICATION

If the incident requires that an investigator respond from home, the immediate supervisor of the appropriate unit shall be notified, who will then contact the appropriate investigator.

328.5.3 TRAFFIC SERVICES UNIT NOTIFICATION

In the event of a major injury or traffic fatality, the Traffic Services Unit supervisor shall be notified, who will then contact the appropriate investigator. The Traffic Services Unit supervisor may notify the South Hills Area Council of Governments (SHACOG) Crash Team. A qualified Crash Scene Investigator shall be available on a 24 hour basis.

328.5.4 PUBLIC INFORMATION OFFICER

After members of the command staff have been notified, the Public Information Officer shall be called if it appears the media may have a significant interest in the incident.