



Fitchburg State University Police Department

Subject: ADMINISTRATIVE NOTIFICATIONS AND RESOURCE REQUEST	
Reference: MPAC: 11.4.5, 41.2.4 IACLEA: 9.1.6	
Effective Date: June 29, 2020	Review Date:
By Order of: Michael J Cloutier, Chief of Police	

General Order

9.1.6

PURPOSE:

To describe the process used by first responding patrol personnel for requesting additional assistance and resources to the scene of a critical incident.

POLICY:

It is the policy of the Fitchburg State University Police Department that all incidents of an emergency nature be brought, as soon as possible, to the highest level of responsibility required for that particular incident. It shall also be the policy of this Department that appropriate personnel from other University departments and outside agencies be notified and requested based upon the type of emergency and the expertise required to manage the incident and return the campus to a pre-emergency status.

PROCEDURE:

- I. **REQUEST FOR ADDITIONAL SCENE RESOURCES:**
 - A. Each call for service is unique and may require more than one officer, a supervisor, or resources from other university or external departments to resolve. Officers should be mindful of their limitations and authority in areas that either do not fall under the University Police Department, or are better addressed by another department or jurisdiction. Though officers should be service minded, it is important that proper resources and or notifications are made in a timely and appropriate manner.

- B. All emergency phone numbers are to be maintained in the Communications Center. The University's Emergency Operation Plan should be consulted for direction regarding notifications.
- C. Notification for incidents involving requests for other on campus departments will follow the call procedure Memos received and updated by those departments. Such departments includes:
 - 1. Capital Planning and Maintenance
 - 2. Housing and Residential Services
 - 3. Counseling Services
 - 4. Information Technology
 - 5. University Administration
- D. These Memos will be updated and distributed to the department electronically and accessible through the Directive software system.
- E. If notification is required due to an unusual incident, officers should first stabilize and preserve the scene to the extent possible, and then call the shift supervisor. The supervisor shall coordinate and assist in the notification or direct others to do so.
- F. Officers should notify the City of Fitchburg Police Department (FPD) for any incident that they do not have the authority and jurisdiction to handle. Notification to the City's Police Department should be made through a dispatcher on the recorded line.
 - 1. In an emergency or life threatening situation, Officers may contact FPD directly on their portable.
 - 2. Officers will identify themselves by FSUPD badge number to Fitchburg Police.
 - 3. Their location and request for additional officers.
 - 4. A **brief** explanation of the emergency (Officer down, large disturbance with weapons, etc.)
- G. Officers requesting fire or medical assistance shall notify the Fitchburg Fire Department (FFD) through the dispatcher, who will contact FFD on the recorded line.
 - 1. When the Fitchburg State University Student Emergency Services are operating, they may be requested on the FSUEMS radio frequency, to respond for any medical call for service.

II. USE OF THE INCIDENT COMMAND SYSTEM:

- A. All department members should be familiar with the Incident Command System (ICS) and the University's Emergency Operation Plan.
- B. Incidents on campus requiring additional resources that exceed the scope of what the current staffing level of the shift can handle should be immediately brought to the attention of the shift supervisor or On-Call Lieutenant.

- C. The first responding officer on scene will be the incident commander and is responsible for ensuring that notifications are made, and additional resources are requested to safely manage the incident.

III. SHIFT SUPERVISOR NOTIFICATION:

- A. Officers may request a shift supervisor to any call for service.
- B. Although no such list can be all-inclusive, and common sense must be a guiding factor, the following list of incident types should be considered for triggering a notification to the Chief of Police, or his designee, who will in turn determine if any further notification(s) or resources are required:
 - 1. Arrests for serious or unusual offenses.
 - 2. Sexual assaults.
 - 3. Incidents resulting in severe personal injury, death, or potential death.
 - 4. Active fires.
 - 5. Unusual medical calls, such as drug overdoses or medical transports.
 - 6. Suicide attempts.
 - 7. Civil rights violations.
 - 8. Psychiatric committals involving violence or secondary victims.
 - 9. Events which may result in heightened community interest or draw press inquiries
 - 10. Major events such as civil disorders, power outages, etc.
 - 11. Major injuries to officers.
 - 12. Any incident likely to draw media attention (T.V., Radio, Press) to the university.
 - 13. Any incident that may result in departmental liability.
 - 14. Any discharge of a firearm by a police officer.
 - 15. Occupational injuries to department personnel, which are serious or require hospitalization.
- C. The first point of contact shall be to the On-Call Lieutenant who will determine immediate steps and make notification to the Chief of Police.
- D. The Chief of Police **will be notified** of all incidents where they may be a heightened community interest, a determination for Timely Warning or Emergency Notification, or the possibility of agency liability.
- E. The Chief of Police, or designee, will in turn notify the Vice President for Student Affairs of all incidents of a serious nature or having campus wide impact.
- F. Notification up the Chain of Command shall include the five following points:
 - 1. What occurred.
 - 2. What was the cause.
 - 3. What are the known effects.
 - 4. What is currently being done.
 - 5. What needs to be done, or what additional resources are required.

IV. UTILITY SERVICE PROVIDERS AND UNIVERSITY DEPARTMENTS:

- A. When hazardous situations exist that require assistance from a public utility, the officer on scene shall inform the Communications Center of the circumstances and the type of assistance necessary. Communications Center personnel and/or the Shift Supervisor will contact representatives of the appropriate utilities and if necessary dispatch additional police personnel for assistance. Officers will attempt to render safe any situation involving a public utility, which poses a hazard to members of the community, without jeopardizing their own safety.

- B. Any Department employee should request the Communications Center to contact the Capital Planning and Maintenance Department in the following situations but are not limited to:
 - 1. Icing and defective lots or campus walkway
 - 2. Damage to buildings that require immediate attention
 - 3. Safety Concerns that requires immediate attention

Approval:

M. J. Clout
Chief of Police

06/29/2020
Date