

## Major Incident Notification

### 326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Talbot County Sheriff's Office in determining when, how and to whom notification of major incidents should be made.

### 326.2 POLICY

The Talbot County Sheriff's Office recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this office to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

### 326.3 CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Sheriff, the affected Commander and the County. 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
- Death of a prominent Talbot official
- Significant injury or death to a member of the Office, whether on- or off-duty
- Arrest of a member of the Office or prominent Talbot official
- Equipment failures, utility failures and incidents that may affect staffing or pose a threat to basic sheriff's services
- Vehicle Pursuits
- Any other incident, which has or is likely to attract significant media attention

[Talbot County Sheriff's Office Procedures Manual: 300.2 Definitions](#)

[Talbot County Sheriff's Office Procedures Manual: 300.3 Procedures](#)

# Talbot County Sheriff's Office

## Policy Manual

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#### **326.4 SHIFT SERGEANT RESPONSIBILITIES**

The Shift Sergeant or the senior deputy on duty is responsible for making the appropriate notifications. The Shift Sergeant or senior deputy on duty 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 using the on-call notification protocol posted in Talbot Center.

##### **326.4.1 COMMAND STAFF NOTIFICATION**

In the event an incident occurs as identified in the Criteria for Notification section above, the senior deputy on duty shall notify the appropriate Assistant Commander (First Sergeant or Detective Sergeant) depending on the incident. It shall then be the Assistant Commanders responsibility to make proper notification up the chain of command.

##### **326.4.2 INVESTIGATOR NOTIFICATION**

If the incident requires that an investigator respond from home, the requesting deputy will contact the Criminal Commander or Assistant Criminal Commander and give as many details about the incident as possible, so a determination can be made to call out the on-call investigator.