

OFFICE OF OPERATIONS

ORDER NO. 24

December 6, 1993

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: SHOTS FIRED AT OFFICERS

PURPOSE

This Order establishes a notification procedure when officers are shot at, not hit, and do not return fire.

INFORMATION

Currently, there is no requirement that Detective Headquarters Division (DHD) be notified, or that DHD notify involved command staff, when officers are shot at, unless they are actually hit or return fire. A felony of this nature is a serious attack against all members of the Department. The command staff should be made aware of these incidents so they can respond to the scene if appropriate.

PROCEDUREOfficers' Responsibilities

When any officer of this Department is shot at, not hit, and the officer does not return fire, he/she shall immediately notify the patrol watch commander in the Area of occurrence of the following:

- * Date and time of occurrence;
- * Location of occurrence;
- * Name, rank, serial number and assignment of each officer involved; and,
- * A brief summary of the occurrence.

NOTE: This Order does not change the procedures and officers' responsibilities for on-scene investigations and completion of required reports.

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Patrol Watch Commander's Responsibilities

When notified that an officer has been shot at, not hit, and no shots have been fired by Department personnel, the involved patrol watch commander shall immediately notify the Administrative Information Unit (AIU), DHD.

DHD Watch Commander's Responsibilities

When the AIU, DHD, receives information regarding an officer who is shot at, not hit, and no shots are fired by officers, the DHD watch commander shall:

- * Notify the involved officer's bureau commanding officer and the Chief's Duty Officer; and,
- * Ensure that the incident is documented on the Chief of Police 24-Hour Occurrence Log.


BERNARD C. PARKS, Assistant Chief
Director
Office of Operations

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