



<b>Series</b> 200 Operations	<b>Effective Date</b> 12/16/2022	<b>Review Date</b> Three Years	<b>Directive Number</b>  <b>203.3</b>
<b>Chapter</b> 203 - Criminal Investigations			
<b>Reviewing Office</b> Office of Neighborhood Policing			<input type="checkbox"/> <b>New Directive</b> <input checked="" type="checkbox"/> <b>Reviewed</b>
<b>References</b>			

## **NOTIFICATIONS**

### **203.3 - 1 PURPOSE**

The purpose of this directive is to establish the procedure for notifications of major crime scenes/critical incidents to executives, criminal investigative commands, the medical examiner, and victim's next of kin.

### **203.3 - 2 POLICY**

1. It is essential that Department executives, specialized units, and investigative commands be informed immediately of emergencies, critical incidents, and other matters which may significantly affect their operational areas or which may require action. The procedures in this directive are designed to ensure the appropriate notifications are made when needed.
2. Since police agencies respond to an unpredictable variety of incidents, it is clearly impossible to devise a comprehensive and definitive notification policy. For notifications not listed in this directive, members should refer to directives that pertain to the specific kind of incident at hand or contact their immediate supervisor.

### **203.3 - 3 Major Crime Scene/Critical Incident Notifications**

All major crime scenes, critical and/or newsworthy incident notifications such as shootings, stabbings, critical assaults, carjackings, robberies, kidnappings, serious missings, etc. shall be made to the Communications Notification and Control Desk at (313) 596-2170. All relevant information related to the crime scene will be collected by Communications. Communications shall be responsible for handling all subsequent notifications including Crime Intelligence, Homicide, Precinct Watch Commander, Evidence Technicians, Wayne County Medical Examiner, Canine (K-9) Units, Special Response Team (SRT), and Department Executives.

### **203.3 - 4 Arrest Notifications**

In the event an arrest is made in conjunction with a critical incident as specified above, the member will only be required to notify Notification and Control. Notification and Control will

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be responsible for ensuring the Crime Intelligence Unit is notified without delay. Department members must notify the Precinct Watch Commander of all arrests.

**203.3 - 5 Notifications Involving DPD RAIDS and Search/Arrest Warrants**

1. The Watch Commander of all precincts involved and Communications shall be notified by the supervisor in charge of the RAID or search/arrest warrants (RAID commander) prior to the execution of a RAID or search/arrest warrants.
2. The RAID commander shall contact High Intensity Drug Trafficking Areas (HIDTA) to deconflict law enforcement activities at (313) 596-2168.
3. The RAID commander is to ensure a “Zone Clearance” is obtained from Communications by contacting the Chief Operator (CHO) at (313) 596-1640.
4. A communications supervisor shall also be apprised of the impending execution of a RAID or search/arrest warrant and can be reached directly at (313) 596-1638 or transferred by the CHO upon issuance of the “Zone Clearance.”
5. The RAID commander is also responsible for informing the applicable zone dispatcher, via police radio, upon entry into the target location, and calling clear from the location upon completion of execution of the warrant.

**203.3 - 6 Notifications Involving Outside Agencies Search/Arrest Warrants**

1. The Detroit Police Department has established protocol in an effort to provide guidance to its members on the proper notification process upon outside law enforcement agencies executing search/arrest warrants within the city of Detroit.
2. The following procedure shall be followed with outside law enforcement agencies in possession of search/arrest warrants, signed by a judge or magistrate, to be executed within the city of Detroit:
  - a. The outside law enforcement agency will contact High Intensity Drug Trafficking Areas (HIDTA) to deconflict law enforcement activities at (313) 596-2168; and
  - b. The outside law enforcement agency will contact Detroit Police Department Communications at (313) 596-2168 or (313) 596-2170, at which time the contact information of the representative will be collected. Communications will immediately notify the following members in the ascending order:
    - Officer in charge of Metropolitan Division
    - Commanding officer of Metropolitan Division
    - Commanding officer of *Eastern Operations/ Western Operations*

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3. A supervisor from the Metropolitan Division shall act as the DPD liaison and shall report to the designated staging area. In the event a Metropolitan Division supervisor is not available, a supervisor from the precinct of occurrence shall be dispatched.
4. The DPD liaison supervisor duties shall include:
  - a. Providing a uniform presence representing the Detroit Police Department;
  - b. Updating Communications on the status of the executions of the search/arrest warrants by outside law enforcement agencies;
  - c. Establishing contact with inquiring citizens regarding DPD's role while functioning in the capacity of the liaison supervisor; and
  - d. Calling for additional units and/or emergency medical services (EMS) if assistance is required or requested.

Note: The liaison supervisor shall not be a part of the outside law enforcement agency entry team.

### **203.3 - 7 Notifications for Utility Fraud/MDP Public Utility Arrests**

1. Members making arrests, investigating, or responding to incidents alleging utility fraud or MDP of public utility shall contact the General Assignment Unit who will contact DTE Energy corporate security to conduct a thorough investigation into the history and current condition of the utilities at the location. Members shall not notify DTE Energy directly from the scene unless there is an immediate danger to the public (i.e. low hanging lines, sparking lines, orange glow at the meter housing, downed lines, etc.).
2. If a member makes an arrest for the above mentioned, they shall contact the General Assignment Unit during normal business hours (Monday - Friday, 9:00 a.m. to 5:00 p.m.) at (313) 378-1790 or Major Crimes after hours at (313) 378-1944.

### **203.3 - 8 Notifying Next of Kin of Death**

1. One of the most traumatic assignments that a Department member can be asked to perform is making a death notification. Department members shall be tactful and sensitive in their approach to this assignment, recognizing the emotional trauma to the person receiving the notification.
2. When the Department is requested to notify the next of kin regarding a citizen's death, the request shall be referred to Communications Operations. Communications Operations shall notify the Watch Commander of the precinct station desk where the relative lives. It is optional to contact the Chaplain Corps to assist members with the notification. If the notification cannot be made in person, the Department member(s) making the initial attempt shall report back to the person originally requesting the notification in order to ensure that attempts will continue until the notification has been made. Under no circumstances shall written or verbal messages be left for the concerned party.

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3. In all cases where a citizen dies as a result of police action, it shall be the responsibility of Homicide to promptly notify next of kin. Homicide shall advise Media Relations once notification has been made.
4. In the event the deceased is from another state or from a Michigan location beyond the metropolitan Detroit area, notification of the next of kin shall be accomplished with the assistance of that jurisdiction's local law enforcement agency.