
Purpose

The Bemidji Police Department Administration need to be aware of significant incidents such as natural disasters, homicide or personnel issues which may affect the department's ability to fulfill its mission.

Policy

It shall be the policy of the Bemidji Police Department to notify the chief of police and police captain for all incident outline within this policy.

Procedure

Bemidji Police Sergeants and Officers in Charge (OIC) will first attempt to contact the police captain regarding any of the following incidents or occurrences. A determination will then be made to contact the chief of police. In the event that the captain cannot be contacted, the chief should be immediately notified.

- I. Police Administration will be immediately notified by phone for the following circumstances.**
 - a. Death or injury to an officer.
 - b. Natural disaster, man-made disaster, riot, etc.
 - c. Any time a supervisor becomes ill on duty or does not report for a scheduled shift.
 - d. An event involving a city official such as death, serious accident, or legal involvement with the police.
 - e. An officer involved shooting.
 - f. The formation of a mass demonstration that has not been pre-approved.
 - g. Any incident which a supervisor or OIC feels the administration needs to be informed of immediately.

- II. Police Administration will be notified through the records management system (RMS), for the following circumstances.**
 - a. Any incident where a use of force form must be completed.
 - b. Any incident involving a vehicle pursuit.
 - c. Any case identifying a Bemidji Police Officer as a person involved.

Reference or Revision Date(s):

- A. REVISION DATE(S):