



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 314 – Command Notification

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.01 INTRODUCTION

This procedure provides for the notification of command level officers in the event of an unusual occurrence, a police incident, or the detention/arrest of a San Antonio police officer.

.02 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

Civil Disturbance	Command Personnel	Critical Incident
Manmade Disaster	Natural Disaster	Normal Business Hours
Officer Involved Shooting	Police Incident	Serious Bodily Injury
Detention or Custodial Arrest of a San Antonio Police Officer		Unusual Occurrence

.03 COMMAND NOTIFICATION OF HUMAN SMUGGLING – HUMAN TRAFFICKING

A. Any Officer dispatched to, or arriving at a scene, involving an investigation of human smuggling or trafficking, whether state or federal, will implement the Command Notification process as follows:

1. Notifications within SAPD chain of command:

- a. Any officer dispatched to or finding a scene involving human smuggling or trafficking will immediately request a Supervisory officer to respond to the scene.
- b. The Supervisor-In-Charge is responsible for notification of the appropriate command personnel, ultimately resulting in notification to a Deputy Chief, or if unavailable, an Assistant Chief.
- c. Notification to the Chief of Police as appropriate.

2. Notifications to SAPD Investigative personnel:

- a. The reporting officer is responsible for notifying the assigned follow up unit (Special Victims or Night CID), either by direct call or through the dispatcher.
- b. In the notification the reporting officer will provide the following information if available:
 - (1) Type of the vehicle or vehicles involved
 - (2) Approximate number of individuals involved
 - (3) Approximate number of children/minors
 - (4) General description of the scope and nature of medical attention required for the individuals involved.



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3. Notification of the Department of Homeland Security, Homeland Security Investigations (HSI):
 - a. The initial notification should be made by the assigned follow up unit personnel to the HSI San Antonio duty agent by contacting the National Law Enforcement Communication Center (Call Sign: C-100) at (1-800-973-2867). If contact with the primary duty agent is unsuccessful, the back-up agent should be requested. In the unlikely event that both agents are unavailable, the follow up unit may contact HSI management through contacts provided by HSI. Follow up unit personnel should advise the duty agent of the following:
 - (1) The type of incident and the need for federal investigative resources
 - (2) Approximate number of individuals involved
 - (3) Type of the vehicle or vehicles involved
 - (4) Approximate number of children/minors
 - (5) General description of the scope and nature of medical attention required for the individuals involved.
 - b. Nothing in this Communication Protocol prohibits any SAPD Officer from communicating with ICE (which includes HSI and ERO) about a Police Incident.
 - c. If assistance is requested by an HSI agent, SAPD personnel will assist as reasonable or necessary and, at the discretion of the Chief of Police or Deputy Chief, offer to conduct the investigation jointly with HSI.
 - d. Unless HSI investigators clearly state that HSI will lead the investigation, SAPD personnel will conduct the investigation as a Police Incident under SAPD procedures, for filing with the Bexar County District Attorney's Office.
4. Notification of the Office of the Chief:
 - a. Communications Unit personnel notified of a Human Smuggling or Human Trafficking Incident will immediately notify the designated personnel assigned to the Office of the Chief.
 - b. Follow up unit personnel assigned to a Human Smuggling or Human Trafficking Incident will ensure notification of the designated personnel assigned to the Office of the Chief.
5. Notification to City's Immigration Liaison:
 - a. The Office of the Chief shall notify the City's Immigration Liaison.

.04 COMMAND NOTIFICATION OF UNUSUAL OCCURRENCE, CRITICAL INCIDENT, OR POLICE INCIDENT

- A. Any officer dispatched to or finding the scene of an unusual occurrence, critical incident, or police incident will immediately request a Supervisory officer to respond to the scene.
- B. The Supervisor-In-Charge of the scene of an unusual occurrence, critical incident, or police incident is responsible for the notification of the appropriate command personnel.



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C. A Deputy Chief should be notified of all unusual occurrences, critical incidents, and police incidents. In the absence of or due to the unavailability of a Deputy Chief, an Assistant Chief will be notified.

D. Command Notification During Normal Business Hours:

1. When the Supervisor-In-Charge of the scene is a Sergeant, he notifies the on-duty Lieutenant assigned to the patrol section.
 - a. In the absence of the Lieutenant assigned to the patrol section, he notifies the on-duty Captain assigned to the patrol section.
 - b. In the absence of the Captain assigned to the patrol section, he notifies an on-duty Lieutenant assigned to another patrol section.
2. When the Supervisor-In-Charge of the scene is a Lieutenant or a Lieutenant responds to the scene at the request of a Sergeant, after assessing the situation, he notifies the on-duty Captain assigned to the patrol section.

Note: In the absence of the Captain assigned to the patrol section, he notifies an on-duty Captain assigned to another patrol section.

3. The Captain notified of the unusual occurrence or police incident responds to the scene, and after assessing the situation, notifies a Deputy Chief assigned to the Patrol Division.
4. A Deputy Chief assigned to the Patrol Division, notified of an unusual occurrence, critical incident, or police incident assesses the situation:
 - a. Responds to the scene, if necessary;
 - b. Directs the Communications Unit to notify Internal Affairs Unit personnel if the situation involves a complaint of serious allegations or misconduct;
 - c. Notifies other command personnel, if the incident is a police incident;
 - d. Notifies as soon as possible, the Office of the Chief; and
 - e. Prepares a report on the unusual occurrence or police incident for the Office of the Chief prior to the beginning of the next business day.

E. Command Notification During Weekends, Holidays, and Between the Hours of 1630 and 0745:

1. When the Supervisor-In-Charge of the scene is a Sergeant, he notifies the on-duty Lieutenant assigned to the patrol section.

Note: In the absence of the Lieutenant assigned to the patrol section, he notifies another on-duty Lieutenant assigned to another patrol section.

2. When the Supervisor-In-Charge of the scene is a Lieutenant or a Lieutenant responds to the scene at the request of a Sergeant, after assessing the situation, he requests the Communications Unit to notify the Night Commander (when available) or the Deputy Chief responsible for the resolution of the incident.
3. The Evening/Night Commander or Deputy Chief (Duty Officer) notified of an unusual occurrence, critical incident, or police incident responds to the scene, if necessary, and after assessing the situation:



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- a. Directs the Communications Unit to notify Internal Affairs Unit personnel if the situation involves a complaint of serious allegations or misconduct;
- b. Decides whether to notify other command personnel;
- c. Decides whether to notify the Chief of Police; and
- d. Prepares a report covering the event, which is forwarded to the Office of the Chief, prior to the beginning of the next business day.

.05 COMMAND NOTIFICATION IF AN OFFICER IS DETAINED OR ARRESTED

- A. If a San Antonio police officer is detained for questioning or arrested for any misdemeanor or felony offense the detaining or arresting officer shall request his immediate on-duty Supervisor to respond to the scene of the detention or custodial arrest.
 1. If the immediate Supervisor is not available, the detaining or arresting officer shall request any Sergeant assigned to the patrol section where the detention or custodial arrest occurred to respond to the scene.
 2. In the absence of an on-duty Sergeant assigned to the patrol section, the officer shall request the on-duty Lieutenant assigned to the patrol section respond to the scene of the detention or custodial arrest.
 3. The supervisor who responds to the scene is responsible for entering a formal incident into *Blue Team* as soon as possible and prior to the end of shift. The incident shall be routed to the next immediate supervisor in the chain of command as well as the arrested/detained officer's Deputy Chief and the Deputy Chief's Admin Sgt if applicable.
- B. When the Supervisor-In-Charge of the scene is a Sergeant or a Sergeant responds to the scene at the request of an officer, after assessing the situation, he notifies the on-duty Lieutenant assigned to the patrol section.
 1. In the absence of the Lieutenant assigned to the patrol section, he notifies an on-duty Lieutenant assigned to another patrol section.
 2. The Sergeant ensures all necessary reports are written and routed through the chain of command utilizing *Blue Team*.
- C. The Lieutenant notified of any incident involving the detention or custodial arrest of a San Antonio police officer, after assessing the situation:
 1. Notifies the Captain assigned to the patrol section, if during normal business hours, or
 2. Requests the Communications Unit to notify the Evening/Night Commander (when available) or the officer's Deputy Chief, if the incident occurs on a weekend, holiday, or between the hours of 1630 and 0745.
- D. The Captain notified of any incident involving the detention or custodial arrest of a San Antonio police officer
 1. Notifies the Deputy Chief of the Patrol Division where the arrest occurred during normal business hours, or
 2. Notifies the officer's Deputy Chief, if the incident occurs on a weekend, holiday, or between the hours of 1630 and 0745.

.06 SUPERVISORY NOTIFICATION IF AN OFFICER IS INVOLVED IN A DISTURBANCE

- A. An officer responding to any disturbance call involving a San Antonio police officer:
 1. Requests a Sergeant to respond to the scene, and



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2. Notes in his report the name and badge number of the Sergeant notified.
- B. The Sergeant notified to respond to the scene:
1. Documents the actions taken in a supplemental report, and
 2. Forwards copies of all reports through his chain of command utilizing *Blue Team* in accordance with Proc. 303.