



**TEXAS SOUTHERN UNIVERSITY  
DEPARTMENT OF PUBLIC SAFETY**



## STANDARD OPERATING PROCEDURE

<b>SUBJECT</b> Supervisor Notification		<b>NO. OF PAGES:</b> 2
<b>REFERENCE:</b> N/A	<b>EFFECTIVE DATE:</b> Jan. 1,2009	<b>REVIEW DATE:</b> N/A
<b>General Order 045</b>	<b>SPECIAL INSTRUCTIONS/SUPERSEDES:</b> N/A	<b>ISSUING AUTH.:</b> CHIEF OF POLICE

**PURPOSE:** To ensure timely notification of the command staff regarding serious incidents.

**GOAL:** To establish a consistent method of notification.

**PROCEDURE:**

In the event of any serious incident, the on duty supervisor will notify **one** of the following: the Patrol Commander Lieutenant, if the Patrol Commander Lieutenant can not be reached; notify the Operations Bureau Captain.

The Patrol Commander Lieutenant shall be responsible for further notification of the command staff.

**Incident Types**

Incidents which require notification include, but not limited to the following:

- A. Sexual Assaults.
- B. Assaults with bodily injury, including shootings and stabbings.
- C. Sexual Harassments.
- D. Auto Thefts / Recovered Motor Vehicles
- E. Burglaries
- F. Incidents regarding Faculty, Staff, and Students.
- G. Death of any person, by any means.
- H. Injured officers.
- I. "Assist the Officer" calls made by a member of this Department.
- J. Traffic or industrial accidents involving death or serious injury.
- K. Any incident involving weapons.
- L. Possession of any type of illegal drugs.
- M. Any other felonious crimes.
- N. Any "media" response, on campus
- O. Any incident effecting the normal operations of a significant portion of the campus.
- P. All arrests.

**Media situations**

Upon receipt of a call from the news media requesting information on an incident, the on duty supervisor will immediately:

- A. Inform the caller that only the Director/Chief of Police, or his/her designee may give statements to the press.
- B. Inform the caller that someone will return his/her call as soon as possible.
- C. Request the caller's name and telephone number.
- D. Contact the Patrol Commander with the information.
- E. The Patrol Commander Lieutenant will notify the command staff.

APPROVED:

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Roger Byars  
Chief of Police

Date

#### Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008

