



VIA TRANSIT POLICE DEPARTMENT

Standard Operating Procedures



Section 308 Command Notification

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	February 1, 2018 New
Office(s) with Secondary Responsibilities:	Supervisor, Lieutenant	Number of Pages:	1
Forms Referenced in Procedure:	None	Related Procedures:	ALL

.01 INTRODUCTION

This procedure provides for the notification up the chain of command in the event of an unusual occurrence, a police incident, or the detention/arrest of a VIA employee.

.02 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 Chief of Transit Police.
- C. The Chief of Transit Police is responsible to notify VIA Metropolitan Transit management as needed and directed.

.03 COMMAND NOTIFICATION IF A VIA EMPLOYEE IS INJURED, DETAINED OR ARRESTED

- A. If any VIA employee is detained for questioning or arrested for any misdemeanor or felony offense the detaining or arresting officer shall request any on-duty Supervisor and VIA Supervisor to respond to the scene of the detention or custodial arrest.
- B. When the on-duty Police Supervisor and VIA supervisor responds to the scene at the request of an officer, after assessing the situation, they will notify the Chief of Transit Police.
- C. The Sergeant ensures all necessary reports are written and routed through the chain of command.
- D. The Chief of Transit Police will notify the employee's respective Division Vice President and the Vice President of Safety, Training and System Security.

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

- A. An officer responding to any disturbance call involving any VIA employee:
 1. Requests an on-duty Police supervisor to respond to the scene, and
 2. Notes in the report the name and badge number of the Police supervisor notified.
- B. The Police supervisor notified to respond to the scene:
 1. Documents their actions taken in a supplemental report, and
 2. Forwards copies of all reports to the Chief of Transit Police.
 3. Prepares and emails an after-action report to the Chief of Transit Police