

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

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| Effective Date: 03/31/2013 | Supersedes Policy Dated: 11/30/2012 | Rescinds: | SOG Number: 301.5 |
| Accreditation Index: 41.2.4, 54.1.3 | | | |
| Part Title: Support Services | | Chapter Title: Communications | |
| Chief of Police: | | | |

Notification Procedures

I Policy

To establish procedures to notify the medical examiner, street/highway department personnel, public utilities, and news media.

II Definitions

ECD - Emergency Communications Dispatch

III Procedure

1 MEDICAL EXAMINER

- 1.1 It will be the responsibility of the sergeant or their designee to notify the medical examiner, using the medical examiner's 24-hour answering service number of 417-885-7686. ¹
- 1.2 The medical examiner shall be notified when any person dies within the city limits under the following circumstances:
 - 1.2.1 Violence by homicide, suicide, or accident.
 - 1.2.2 Thermal, chemical, electrical, or radiation injury.
 - 1.2.3 Criminal abortions, including those self-induced.
 - 1.2.4 Disease thought to be of hazardous and contagious nature or which might constitute a threat to public health; or when any person dies:
 - 1.2.4(a) Suddenly when in apparent good health;

¹ Section 1.1 revised per Policy Change Order 13-019, Effective Date 03/31/2013.

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- 1.2.4(b) When unattended by a physician, Chiropractor, or an accredited Christian Science practitioner, during the period of thirty-six hours immediately preceding death;
 - 1.2.4(c) While in the custody of the law, or while an inmate in a public institution;
 - 1.2.4(d) In any unusual or suspicious manner.
 - 1.3 In cases where the medical examiner is on scene, they will make arrangements for the pickup and transport of the deceased. ²
 - 1.4 If the medical examiner is not on scene, and is releasing the body, the sergeant on scene or their designee will tell the medical examiner which funeral home is being requested and the medical examiner will make that call. If no funeral home has been selected the medical examiner will make arrangements to have the body transported. ³
- 2 STREET/HIGHWAY DEPARTMENT PERSONNEL**
- 2.1 Officers will advise ECD to notify the appropriate street/highway department personnel under the following conditions:
 - 2.1.1 Electrical signal malfunctions;
 - 2.1.2 Signs down;
 - 2.1.3 Placement of temporary traffic control devices;
 - 2.1.4 Removal of road hazards (debris in roadway);
 - 2.1.5 Specific locations where inclement weather creates hazardous road conditions;
 - 2.1.6 Dead animals in roadway.
 - 2.2 ECD will be responsible for notifying the appropriate street/highway department personnel after receiving notification from the officer.
- 3 PUBLIC UTILITIES**
- 3.1 Officers will advise ECD to notify the appropriate public utility when the following occurs:
 - 3.1.1 Gas leaks;
 - 3.1.2 Electrical power lines down;
 - 3.1.3 Electrical power outages;
 - 3.1.4 When conditions exist that utilities need to be disconnected.

² Section 1.3 added per Policy Change Order 13-019, Effective Date 03/31/2013.

³ Section 1.4 added per Policy Change Order 13-019, Effective Date 03/31/2013.

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- 3.2 ECD will be responsible for notifying the proper public utilities after notification by officer.

- 4 NEWS MEDIA
 - 4.1 If media is present at the crime scene or incident that police are present, it shall be the responsibility of the supervisor at the scene to make contact with the media. (CALEA 54.1.3)
 - 4.2 For information on news media relations, i.e. what can be released and what is not public information, refer to [SOG 303.1, Public Information](#), and [SOG 302.3, News Media Relations](#).

IV Attachments