

	MEDFIELD POLICE DEPARTMENT	POLICY NO. 4.39
ADMINISTRATIVE NOTIFICATION SYSTEM		
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 11.4.5		DATE OF ISSUE: 07/16/2023 EFFECTIVE DATE: 07/16/2023 REVISION DATE: 10/31/2025
ISSUING AUTHORITY: Michelle Guerette Chief of Police		

BACKGROUND:

The Chief of Police of the Medfield Police Department plays a vital role in establishing the Department's response to crisis situations. To be able to timely and effectively make decisions the Chief must have all of the information available during a developing incident.

POLICY:

Whenever a Department member becomes aware of an actual or potential incident which may result in the Department's liability, or there is an incident that is of a heightened community interest, they should report that incident through their chain of command to the Chief of Police. **[11.4.5]**

Incident types which require the Chief of Police to be notified immediately by radio or phone:

- Homicides
- Incidents resulting in severe personal injury, death, or potential death of any person 21 years of age or younger.
- Major events such as civil disorders, or natural disasters on a large scale.

- Mass casualty incidents.
- Hostage situations.
- Classroom entry situations, or violent confrontations that occur on school grounds.
- Serious injury to any MPD employee.
- Arrest of any MPD employee.
- The discharge of an officer's firearm except for training or the destruction of an animal.
- Home Invasions.
- Hate crimes involving personal injury or extensive damage.
- A stranger rape or other serious crime of violence.
- Police pursuit resulting in a crash.
- A crime that results in the arrival of the media or any major news outlet.
- Any off duty incidents or officer involved arrests.
- Pedestrian accident with injury.

No list can be all-inclusive so common sense must be a guiding factor for triggering a notification by a supervisor. The highest ranking supervisor on duty will be responsible for making sure appropriate notifications are made to the Chief of Police or his designee.

[11.4.5]