



<b>WRITTEN DIRECTIVE</b>	No. PD15-0403	Page: 1 of 7
Subject:  SIGNIFICANT INCIDENT MANAGEMENT	Effective Date:	04-21-15
	Supercedes/ Amends:	PD11-0403
	Reference: 1.3.8	



## I. Purpose

The purpose of this directive is to establish guidelines for immediate response to and overall management of significant incidents involving employees of the Lynchburg Police Department.

## II. Policy

It shall be the policy of the Lynchburg Police Department to conduct significant incident response, investigation and management so as to safeguard life and property and to promote lawful objectives, while maintaining due regard for employee and community interests.

## III. Procedure

### A. GENERAL

1. For the purposes of this directive, a *significant incident* will be generally defined as any incident involving:
  - a. deliberate use of deadly force by an LPD employee (on or off duty) against another person
  - b. deliberate use of deadly force against an LPD employee (on or off duty) by another person
  - c. death of, or serious physical injury to, an LPD employee (on or off duty)
  - d. death of, or serious physical injury to, any person when it resulted from an LPD employee's:
    - 1) on-duty action
    - 2) use of a department issued or department-authorized weapon (on or off duty)
    - 3) operation of a department vehicle (on or off duty)
  - e. significant damage to non-LPD property, when it resulted from an LPD employee's:

- 1) on-duty action
  - 2) use of a department issued or department-authorized weapon (on or off duty)
  - 3) operation of a department vehicle (on or off duty)
  - f. other circumstances that resulted from an LPD employee's action that are deemed likely to foster significant public interest or concern.
2. For the purposes of this directive, *deadly force* and *significant physical injury* will be defined as set forth within directive PD-0602 (*Use of Force*).
  3. The term *LPD employee* shall refer to either a sworn or a civilian employee.
  4. The significant incident response and management measures set forth in this directive:
    - a. are intended to supplement, not override, response and management procedures set forth in other written directives [to include, but not be limited to PD-0207 (*Employee Related Injuries and Motor Vehicle Crashes*), PD-1101 (*Crime Scene Processing*), PD-1601 (*Internal Investigations*)].
    - b. are set forth as a means of establishing procedures for consistent overall management of significant incident situations.
  5. Initial significant incident response procedures set forth within this directive are applicable to incidents occurring within the jurisdiction of the Lynchburg Police Department.
    - a. LPD supervisory staff will respond to the scenes of significant incidents involving LPD employees within other jurisdictions, whenever such response is not prohibited by elapsed time and/or distance to the scene.
    - b. The purpose of such out-of-jurisdiction response will be to assist the involved employees and the responding agencies in whatever manner is appropriate to the circumstances of that incident.

**B. INITIAL SIGNIFICANT INCIDENT RESPONSE, ASSESSMENT AND MANAGEMENT**

1. On-duty employees involved in, or responding to, any incident that appears to meet the *significant incident* criteria set forth in this directive will notify their Watch Commander as soon as practical.

2. Off-duty employees involved in any incident that appears to meet the *significant incident* criteria set forth in this directive will notify the on-duty Watch Commander as soon as practical.
3. The on-duty Watch Commander will be responsible for:
  - a. responding to the incident scene whenever practical to do so (see III.A.5).
  - b. coordinating incident management efforts with other responding agencies (such as Fire and EMS, Risk Management, etc)
  - c. ensuring that all practical measures are taken to:
    - 1) safeguard involved employees and other persons on-scene
    - 2) provide medical attention to injured persons
  - d. designating personnel to locate, separate and secure incident witnesses
    - 1) the involved employee(s) will be segregated from other witnesses and placed out of public view as soon as practical
    - 2) the involved employee(s) should be removed from the incident scene as soon as practical
  - e. conducting a preliminary investigation sufficient to establish the basic facts of the incident
  - f. ensuring that an access-controlled and access-logged perimeter is established around the incident scene
  - g. designating personnel to preserve and collect evidence, to include:
    - 1) any weapon used by an LPD employee (see procedures set forth within PD-0602 (*Use of Force*))
    - 2) photographs and measurements at the incident scene
  - h. designating personnel to search for and apprehend any suspect(s) at large
  - i. notifying the involved employee's division Captain
    - 1) The Division Captain will be responsible for notifying the involved employee's Deputy Chief.
    - 2) The Deputy Chief will be responsible for:
      - a) notifying the Chief of Police

- b) initiating death or serious injury notification procedures as outlined in PD-0203 (*Employee-Related Death/Critical Injury*).
  - j. managing media representatives at the incident scene until relieved by a designated Public Information Officer [see procedures set forth within PD-1502 (*Media Relations*)].
  - k. notifying the involved employee's designated emergency contact (identified in the LPD PISTOL system employee files) in cases where the employee is incapacitated or seriously injured
  - l. briefing other arriving scene-management personnel, and delegating scene management tasks.
- 4. Employee duty to report:
  - a. Involvement in a significant incident will not preclude or override an employee's responsibility as a City and Police Department employee to accurately, fully and promptly report work-related activities and observations.
  - b. Employees will verbally report incident details:
    - 1) to other employees, representatives of other agencies or members of the public as and when necessary to:
      - a) safeguard human life, aid in suspect apprehension, or otherwise further an ongoing investigation; and
      - b) fully cooperate and assist in reporting on an incident deemed likely to give rise to a claim against the City of Lynchburg
    - 2) to any Lynchburg Police Department supervisory staff member, on request.
  - c. Employees will complete all procedurally-required written administrative reports, statements, memoranda, etc on supervisory request and as soon as practical after incident occurrence.
  - d. An employee who deliberately refuses to provide verbal and/or written incident information when ordered to do so:
    - 1) will be subject to disciplinary action, up to and including termination of employment, for insubordination
    - 2) may have City insurance coverage summarily limited or terminated.

- e. The on-scene supervisor will assign another employee to complete any required IBR or other incident report that the involved employee is physically unable to complete in a timely manner.
- f. The on-scene supervisor will complete any required administrative report that the involved employee is physically unable to complete in a timely manner.
- g. In cases where such reports were completed for an incapacitated employee, that employee will review the reports for accuracy as soon as practical thereafter, and will correct any errors noted by filing a supplement to the original report.

C. INVESTIGATIVE REVIEW OF SIGNIFICANT INCIDENTS

1. The Chief of Police, or his designee, will assign a command staff member to conduct an investigative review of each incident that meets *significant incident* criteria as set forth within this directive.
2. Such investigative review will be conducted according to internal investigation procedures set forth within directive PD-1601 (*Internal Investigations*).
3. An employee involved in a significant incident will be:
  - a. removed from line-duty assignment pending an administrative review.
    - 1) This removal may consist of paid administrative leave or temporary reassignment.
  - b. periodically informed regarding progress toward completion of the related administrative and/or investigative review
  - c. informed of the investigative findings.

1.3.8

D. FOLLOW-UP MANAGEMENT OF SIGNIFICANT INCIDENTS

1. The Chief of Police, or his designee, may assign a command staff member to:
  - a. coordinate ongoing activities related to significant incident management with other involved agencies
  - b. provide follow-up liaison with the media
  - c. perform other functions, as assigned.
2. An employee involved in a significant incident will be kept periodically informed regarding significant follow-up incident management measures.

E. MANDATORY COUNSELING

1. An employee directly involved in an incident resulting in death or serious physical injury to a person will report for counseling to a mental health professional selected by the department.
  - a. Such counseling is intended to assist in the prevention of any adverse emotional effect resulting from the employee's experience.
  - b. Such counseling is made *mandatory* to ensure that the employee receives some form of timely assistance.
2. The number of mandatory sessions attended by an employee will be decided by the Chief of Police, in conjunction with the recommendation of the assigned mental health professional.
  - a. Mandatory session(s) will be scheduled during the employee's duty time, if practical; otherwise the department will pay overtime or grant compensatory leave earned.
  - b. Payment for all mandatory sessions will be made by the department.
3. The affected employee's Deputy Chief will be responsible for:
  - a. selecting and recommending to the Chief of Police a mental health professional qualified to meet the perceived need (*Employee Assistance of Central Virginia* should be used as a resource in this selection process)
  - b. scheduling a timely employee appointment with the approved mental health professional
  - c. notifying the employee in writing of the scheduled appointment and the mental health professional selected.
4. Any non-mandatory sessions arranged by an employee will be the financial responsibility of that employee.

*Original Signed*

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Parks H. Snead  
Chief of Police

April 21, 2015

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Date