



Apex Police Department General Order



Title Notification Matrix		Order Number 711-20
Effective Date: September 24, 2020	Amends: 711-13	
CALEA Standard: 11.3.3, 41.2.4	Rescinds:	
Reference:	Pages: 2	
Forms: F711 – Notification Matrix		

Notification Matrix

Purpose

The purpose of this directive is to establish a protocol for timely and efficient notification of the executive, command, supervisory, and investigations staff of the Apex Police Department.

Policy

It is the policy of the Apex Police Department for all personnel to identify and make the appropriate notifications in those situations or circumstances in which a supervisor should be notified and/or respond to a scene. A matrix has been developed to serve as a general guide for situations where notification is required. Good judgment will be exercised regarding notifications of situations that are not identified in the matrix.

Notification Matrix

Form F711 – *Notification Matrix* is established as the official guide for notification of incidents that come to the attention of the Apex Police Department. All employees will make notifications in accordance with the matrix. If a specific notification is addressed in another written directive that notification is hereby incorporated into form F711 - *Notification Matrix*.

Procedure

1. In all cases, the responding officer must make notification to the on-duty supervisor as soon as possible.

Notification Matrix

2. The supervisor will respond to the scene if indicated, unless there is a specific reason he/she cannot, but will remain responsible for the supervisory oversight.
3. The supervisor or ranking officer on the scene is responsible for notification of the highest-ranking, on-duty supervisor, who will notify the appropriate Division Commander and/or other division personnel, Deputy Chief of Police, and the Chief of Police as indicated. The Chief of Police will determine if further notifications to other departments or Town staff are appropriate.
4. Notification to a department Chaplain is not required but is within the discretion of the on-duty supervisor based upon the circumstances of the incident.

Text in “Green” denotes a significant change in policy

BY ORDER OF:



John W. Letteney
Chief of Police