



INCIDENT NOTIFICATION

Enforcement Division
Policy Number: LE 1.06.00

Effective Date: 2/1/08

POLICY

All certified peace officers (CPOs) will report deaths, injuries, significant arrests, or other events that may result in abnormal press coverage according to these policies and procedures.

PROCEDURES

a. Incidents That Require Immediate Notification.

1. After providing any necessary aid, certified peace officers (CPOs) will immediately notify sergeant or supervisor via telephone, regardless of the time when one of the following incidents occurs:
 - serious injury to or death of any person related to any enforcement activity; or
 - any injury resulting from the discharge of a TABC CPO's firearm; or
 - a CPO makes an arrest of a public figure, famous person, or other uncommon arrest.
2. All CPOs will have access to emergency phone numbers for the assistant chiefs and the chief of enforcement.
3. The sergeant or supervisor will communicate the situation up the chain of command and will ensure that the notification reaches the assistant chief, or chief of enforcement.
4. If the incident involves serious injury or death of any person, or any injury resulting from the discharge of a TABC CPO's firearm, a representative of Enforcement Headquarters will immediately notify the administrator and the Office of Professional Responsibility.

For procedures regarding the discharge of a firearm resulting in the injury or death of a person, see Use of Firearm, § 4.03.00 of this manual.

b. Incidents that Require Next-Day Notification.

1. A CPO will notify a sergeant or supervisor no later than the following morning if one of the following incidents occurs:
 - a high number of arrests at a single location;
 - a high number of arrests at a limited number of locations; or
 - abnormal press coverage or an event that may result in abnormal press coverage.

2. The sergeant or supervisor will communicate the situation up the chain of command and will ensure that the notification reaches the assistant chiefs or chief of enforcement before the end of the day.
- c. **Required Information.** A CPO reporting an incident will supply the following information:
1. the type of operation;
 2. relevant dates and times;
 3. the location;
 4. the number of people investigated and released without a citation;
 5. the number and type of citations issued without arrest;
 6. the number of persons arrested and the charges;
 7. if a portable breath test (PBT) was used, the PBT results and the average of those results;
 8. the number and type of administrative notices issued; and
 9. whether digital recordings were made or pictures were taken.
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