



Iowa State University Department of Public Safety

Directive: 11.4

SUBJECT: REPORTING AND NOTIFICATIONS

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POLICY:

The Iowa State University Department of Public Safety (DPS) reporting processes shall provide an organized means for disseminating information to the appropriate personnel in a timely and efficient manner.

DEFINITIONS:

“Notification” refers to the communication of, or the delivery of, an intended message.

PROCEDURE:

11.4.1 ADMINISTRATIVE REPORTING PROGRAM

The following establishes a listing of all administrative reports generated by Department personnel:

- A. Daily Log – The Daily Log provides a synopsis of all initiated cases. It is produced daily Monday-Friday by records personnel or designee. Saturday and Sunday logs are produced on Monday and holidays are produced on the next business day. This log shall be electronically distributed and made readily available to the general public
- B. Daily Crime Log – The Daily Crime Log is a listing of all calls for service containing call nature, location, date and time. It is produced Monday–Friday by records personnel or designee and serves as the log of Clery reportable offenses. This log is also available to the public on the Department web page.
- C. Daily Patrol Log – The briefing sheet is completed daily, printed and to be placed in the Daily Patrol Log binder. The purpose of this document is to ensure information that is pertinent to daily operations or ongoing incidents is provided to Department members. Patrol supervisor shall ensure information from the previous two shifts are shared at the daily patrol briefing.
- D. Case Assignments may be tracked in RMS using the investigator dashboard module which is designed to track which detective or officer is assigned follow up on a particular case and the status of that follow-up.
- E. Annual Security Report – This report is completed annually by a committee of Department members with assignments for portions given to various Department members. It covers activities of the Department for the year as well as yearly crime and activity statistics.
- F. Intelligence Briefings – These briefings are compiled by the Criminal Investigative Division on an as-needed basis. The purpose is to convey specific information on animal rights, protests, terrorism, or any other topic of concern. The briefings are disseminated to all Department managers.
- G. Budget Report – The Senior Budget and Finance Specialist prepares this report monthly. The report contains expenditures to date and the anticipated year-end budget amount, and is provided to the Chief of Police.
- H. Traffic Enforcement Evaluation Report – This report is prepared annually by the Day Shift Lieutenant and provides an analysis of the Department’s traffic enforcement activity and is provided to the Chief of Police and Field Services Captain. The purpose is to provide data and recommendations to deploy resources for reducing traffic crashes through traffic law enforcement.

11.4.2 FORMS ACCOUNTABILITY

The following establishes procedures pertaining to Department-generated forms:

- A. The Operations Administrator for AVP/Chief of Police, or designee, is responsible for developing and implementing procedures to ensure the accountability of all Department forms, including the establishment of a written record of all forms, form numbers, and subsequent form revisions. A master electronic file of each form in use shall be maintained. The forms management function is designed to ensure that only necessary and essential forms are retained in use and that all others are eliminated.
 - 1. The Operations Administrator for AVP/Chief of Police, or designee, shall be responsible for overseeing the development and modification of all Department forms, excluding forms supplied by another agency or the courts that are for Department use, as well as forms controlled by another level of government.
 - 2. The review process for new or modified forms shall include personnel in the components who will use and process the forms.
 - 3. All forms will be reviewed and evaluated as needed.
 - 4. The final approval for all new or modified forms shall rest with the Chief of Police or designee.
- B. Accountability of certain Department reports and forms will be maintained in the following manner:
 - 1. Serialized receipts shall be utilized for all cash financial transactions.
 - 2. Serialized citations for parking, traffic, criminal, and administrative code violations shall be utilized.
 - 3. Any serialized form that is lost or destroyed shall be reported to a supervisor immediately.

11.4.3 ACCREDITATION REPORT/REVIEW SYSTEM

The following establishes general guidelines for the accreditation process:

- A. The Director of Accreditation and Emergency Planning shall be responsible for overseeing the Department's efforts regarding performing and documenting activities mandated by applicable accreditation standards. Performing and documenting these activities, however, are the responsibility of all Department personnel. An electronic task management system will be utilized for tracking the submission of accreditation materials.
- B. Time-sensitive accreditation standards requiring periodic reports/submissions will be closely monitored using task management software. Follow-up notices will be generated and disseminated to ensure timely submissions.
- C. Periodic updates to accreditation files may be done by supervisory personnel who specialize in the topic of particular standards (forensics, records, etc.).
- D. Use of force reports shall be forwarded to the Director of Accreditation and Emergency Planning.

11.4.4 FIRST RESPONDER NOTIFICATIONS

The following establishes procedures for first responder notifications in emergency situations:

- A. The Department has obligations to make notification to other agencies in the event of certain emergencies. These notifications serve to meet statutory obligations, restore essential services, effect emergency repairs, and keep the public informed.
- B. In all cases of deaths that do not occur under the direct supervision of medical authorities, the office of the coroner of the appropriate county will be notified without unnecessary delay.
- C. Various occurrences may require the assistance of outside resources. These may include downed power or telephone lines, broken water mains, malfunctioning traffic control signals, and/or hazardous road conditions. On-scene officers will make determination of additional assistance needed to remedy or alleviate these situations and request the Communications Center to make notification to appropriate personnel including:
 - 1. Emergency medical services/fire department, including Hazardous materials teams; and
 - 2. Facilities Planning and Management

11.4.5 INTERNAL AND/OR UNIVERSITY NOTIFICATION(S)

The following outlines incidents that warrant internal and/or University notification:

- A. The purpose of Incident Notification is to provide an organized means for notification within the Department and to provide a trained, consistent Department response. Notification of incidents assists managers in preparing and coordinating University and Department responses.
- B. List of incidents requiring manager on call notification:
 - 1. Homicide or attempted homicide on campus or in immediate campus area;
 - 2. Serious injury, use of an AED, or death from accident, illness or suicide that occurs on campus or in the immediate campus area;
 - 3. Any type of overdose, intentional or otherwise, requiring transport to a medical facility;
 - 4. Sexual assault or fondling;
 - 5. Aggravated assault with serious injury;
 - 6. Robbery;
 - 7. Burglary of a building, office, or residence;
 - 8. Any firearm found in a residence hall or university building;
 - 9. Hostage situation;
 - 10. All working fires or fires with injury or apparent damage in excess of \$10,000;
 - 11. Any suspected arson with other than minor damage;
 - 12. Hazardous materials incidents with injury or serious risk of injury;
 - 13. Motor vehicle theft;
 - 14. Motor vehicle collisions with serious injury or death;
 - 15. All collisions involving a departmental vehicle, regardless of location;
 - 16. Natural disasters;
 - 17. Any protest that will require police presence;
 - 18. Any bomb threat;
 - 19. Any hate or bias incident;
 - 20. Suspected drug or alcohol use by an employee on duty;
 - 21. Incidents involving regulated select agents;
 - 22. Department arrest of a faculty or staff member;
 - 23. Department member taking another police officer into physical custody.
- C. The incidents listed are not completely exhaustive. Other incidents or circumstances may warrant notification of the Manager on Call. As a general rule, any incident where there would be a question to Iowa State University's or the Department's liability or those which may result in heightened community interest would warrant notification of the Manager on Call. If there is ever doubt or question on whether to call the Manager on Call for an incident, just call.
- D. The shift supervisor or Public Safety Dispatcher on duty is responsible for determining if the Manager on Call should be contacted. The shift supervisor or dispatcher has the responsibility of paging the Manager on Call for incidents requiring notification.
- E. The Manager on Call will decide whether to notify the Chief or other management team members if necessary. The Chief shall be notified in all cases of deaths occurring on campus or in the immediate campus area and all student deaths regardless of where they occur.
- F. The Manager on Call will contact Strategic Relations and Communications, if necessary, and provide initial information on incident type, location, and emergency personnel on scene. Strategic Relations and Communications staff will respond to police headquarters or the incident scene or consult with the Manager on Call, if more information is needed.
- G. When managers other than the Manager on Call contact dispatch, they are to be informed of any incident addressed in this procedure.
- H. The Public Safety Dispatcher, shift supervisor and/or Manager on Call shall send an internal email to the management group advising them of any incident that is included in the Department Internal and/or University Notifications list.

11.4.6 OTHER AGENCY NOTIFICATION(S)

The following outlines incidents that warrant notification of other agencies:

- A. If a police officer executes planned legal action or conducts any investigative work outside of Story County, the officer in charge of the action shall ensure the law enforcement agency of jurisdiction is informed of the action, except in situations in which confidentiality cannot be risked.
- B. If a police officer executes unplanned legal action or conducts any unplanned investigative work outside of Story County, the officer in charge of the action shall ensure the law enforcement agency of jurisdiction is informed of the action as soon as possible. Notifications will include:
 - 1. Time and location(s) of the event;
 - 2. Name of the supervisor in charge of the action;
 - 3. Method of contacting the supervisor in charge;
 - 4. Nature of the event, e.g., search warrant;
 - 5. Assessment of the potential for problems; and
 - 6. Assistance, if any, that may be requested of the agency of jurisdiction.
 - 7. Contacting the Manager on Call.
- C. In the event of a death on campus, the officer in charge of the scene shall notify the Iowa Office of the State Medical Examiner. The following information should be provided:
 - 1. Victim's name, if known;
 - 2. Location of scene;
 - 3. Contact telephone number of the officers; and
 - 4. Any information known at the time that will assist the medical examiner/coroner.
- D. In the event an urgent response is required from a non-law enforcement department, such as the Ames Fire Department, Facilities, Planning and Management, or ISU Environmental Health and Safety, the officer in charge of the incident should ask the Communications Center to contact the appropriate Department for notification.
- E. If an incident requires Facilities, Planning and Management or another University department to respond for non-critical maintenance after normal business hours, the officer in charge of the incident shall request the Communications Center to notify the appropriate Department via the on-call list.