

EAST RANGE POLICE DEPARTMENT

ADMINISTRATION NOTIFICATION

POLICY
103

REV 03/10/2025

I. PURPOSE

The East Range Police Department Administration need to be aware of significant incidents such as natural disasters, homicide or personnel issues which may affect the department's ability to fulfill its mission.

II. POLICY

It shall be the policy of the East Range Police Department to notify the chief of police for all incidents outlined within this policy.

III. PROCEDURE

- I. Chief of Police shall be immediately notified by phone for the following circumstances:
 - a. Death or injury to an officer.
 - b. Natural disaster, man-made disaster, riot, etc.
 - c. Any time a supervisor becomes ill on duty or does not report for a scheduled shift.
 - d. An event involving a city employee, city council member, or ERPSB member; including but not limited to death, serious accident, or legal involvement with the police.
 - e. An officer involved shooting.
 - f. The formation of a mass demonstration that has not been pre-approved.
 - g. Any case identifying an East Range Police Officer as a person involved
 - h. Any incident which a supervisor feels the administration needs to be informed of immediately.
- II. Chief of Police shall be notified within a reasonable amount of time by phone, email, or in-person regarding the following circumstances:
 - a. Any incident where a use of force form must be completed.
 - b. Any incident involving a vehicle pursuit.
 - c. Any case identifying an East Range Police Officer or neighboring law enforcement agency as a person involved.
 - d. Duty to Intercede incident regardless of law enforcement agency involved

IV. REFERENCE AND REVISIONS

- a. REFERENCES
 - i. Bemidji Police Department Policy 204
- b. REVISIONS
 - i. 03/10/2025– Initial Policy – ERPSB Approval Date