

UW Whitewater Police



First Responder Notification Procedures

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Special Instructions: CALEA 41.2.4	
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I. Purpose

The purpose of this policy is to establish guidelines for notification of the proper support personnel by the first responding officer on the scene. The provisions of this policy shall apply to all sworn members of this department.

II. Policy

It shall be the policy of the UW-Whitewater Police Department (UWWPD) police officers to conduct all notifications of support personnel. Emergency medical and fire services, if not already summoned, are to be requested by the first responding officer at their discretion. The Department of Criminal Investigations (DCI) and the Crime Lab must be notified through the on-call supervisor.

III. Procedure

A. Death Investigations

1. The death of any person, exclusive of one under the immediate care of an attending physician, will be followed by an investigation. The first responding officer shall determine and document, if possible, the following information:
 - a. Identity of the deceased;
 - b. Circumstances surrounding the death;
 - c. Relevant medical history;
 - d. Position and condition of the body;
 - e. Identities of all possible witnesses;
 - f. Any other pertinent information.
2. After gathering this information, the responding officer shall notify the on-call supervisor and relay the information. The on-call supervisor shall notify the department death investigator and any other staff needed.
3. If the Fire Department's first responders or the EMS personnel on scene have not already done so, the first responding officer will request the medical examiner be notified, with the approval of the on-call supervisor.

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B. City of Whitewater Reporting

1. Officers shall report any circumstances that may pose a hazard to the community directly to the Whitewater Joint Dispatch Center. Dispatch will, in turn, notify the appropriate government agency or utility vendor for remedial action.
2. These may include, but are not be limited to, the following:
 - a. Road defects or hazards;
 - b. Traffic signal malfunctions;
 - c. Regulatory sign damage or absence;
 - d. Water main breaks;
 - e. Temporary hazards such as snow or ice covered roadways;
 - f. Trees or other debris in the road;
 - g. Downed power lines;
 - h. Gas or water leaks;
 - i. Sewage issues.

C. UW-Whitewater Reporting

1. Officers shall report any circumstances that may pose a hazard to the community directly to the affected department.
2. These may include, but are not be limited to, the following:
 - a. Campus Roadways or grounds issues shall be reported to Facilities Planning and Management (FP&M). If after hours, the officer shall contact FP&M via the on-call number.
 - b. Water leaks, electrical issues, maintenance, custodial or other issues with Academic or Auxiliary Building should be reported to FP&M. If after hours, the officer shall contact FP&M via the on-call number.
 - c. Water leaks, electrical issues, maintenance, custodial or other issues with University Housing buildings should be reported to the University Housing on-call Complex Director provided by University Housing.
 - d. Steam, heating, or air conditioning related issues should be reported to either the on-duty staff at the Power Plant or the FP&M. If after hours, the officer shall contact FP&M via the on-call number.