

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Special Notifications and Release of Information		CHAPTER/SECTION NO.: 28.23, 28.24	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File Sheriff</u>	
STANDARD NUMBER: 41.2.5			

28.23 Purpose

- 28.23.1 The purpose is to establish procedures for notification of various government agencies, public utilities, and the news media in the event of emergencies, unattended deaths, major traffic problems, etc.

28.24 Policy

- 28.24.1 The responsibility for required notification(s) lies with the investigating deputy or the on-duty supervisor, whichever applies to the situation being addressed. Such notifications should be made at the earliest opportunity. An on-duty radio dispatcher may be used to assist in a notification, but the responsibility for proper notification shall remain with the deputy or supervisor until such notification is made.
- 28.24.2 When events occur that involve operational aspects of the Office that are likely to draw public inquiry, the public information deputy (PIO) shall be included in the notification process. (See chapter 40.)
- 28.24.3 Anytime deputies are called on to investigate any criminally caused, suspicious or unattended death (not in the care of a medical doctor or medical care facility), the state medical examiner's office will be notified. The investigating deputy will coordinate custody and care of the

body/bodies with the medical examiner's office and the deceased's family, if present. Notification of next of kin will generally be the responsibility of the medical examiner's office as per chapters 40 and 41, but should be coordinated with their office to avoid errors or confusion.

- 28.24.4 Identification of deceased persons to the media may be left as the responsibility of the medical examiner's office, and media inquiries may be directed to their office.
- 28.24.5 A supervisor should request that dispatch summon the assistance of the street department or public works department in the event of any of the following:
 - A. Snow or ice on the roadway which creates a hazardous condition.
 - B. Roadway flooding that creates a hazardous condition.
 - C. Roadway damage that is serious enough to cause imminent danger to motorists or pedestrians if not immediately repaired.
 - D. Damage to or the absence of important regulatory street signs such as stop or yield signs maintained by the County.
 - E. Malfunction of traffic control devices which are maintained by the County, and which cannot otherwise be rendered operational.
 - F. Roadway spills of a non-hazardous nature which cannot otherwise be cleared.
 - G. Any other hazardous or potentially hazardous roadway conditions which would require the closure of city streets and necessitate the placing of street barricades.
- 28.24.6 Non-emergency notification of the Weber County Public Works Department should be done by deputies who may complete written notices. Deputies may then drop their requests off in the office prior to the end of their shifts. These requests will then be forwarded to public works on the next working day.
- 28.24.7 When information concerning the failure or damage of public utilities is known, efforts

will be made by the communications center to contact the affected utility service and make them aware of the problem. Deputies will attempt to control or render safe any situation involving a public utility, which poses a hazard to members of the community.

- 28.24.8 The deputy may request the assistance of the fire district in completing a wash down of any flammable material or to stand by on any situation. In addition, the deputy should request that the Environmental Protection Agency be notified in the event of any kind of hazardous materials spill.